



## **Town of Arlington Board of Selectmen**

### **Meeting Agenda**

April 13, 2015

7:15 PM

Selectmen's Chambers, 2nd Floor, Town Hall

#### **CONSENT AGENDA**

1. Minutes of Meeting: March 23, 2015
2. Appointments of New Election Workers: (1) Robert Blouin, 54 Medford Street, U, Pct. 10; (2) Wu Chong, 54 Medford Street, R, Pct. 10; (3) Judith Hyland, 54 Webcowet Road, U, Pct. 9; (4) William Stalcup, 18 Hamilton Road, U, Pct. 11
3. Request: Permit for Memorial Day Parade, Monday, May 25, 2015  
Jeffrey A. Chunglo, Director of Veterans' Services
4. Request: One Day Beer & Wine License, 5/27/15 @ Regent Theatre for 6th Annual Ciclismo Classico Bike Travel Film Festival  
Lauren Hefferon, Ciclismo Classico
5. Request: One Day All Alcohol License, 5/9/15 @ Robbins Memorial Town Hall for the Waldorf School of Lexington Spring Benefit/Auction  
Paula Antonevich, Waldorf School

#### **APPOINTMENTS**

6. Conservation Commission  
Michael Nonni  
(term to expire 1/31/2017)
7. Tree Committee  
Becky Edmondson  
(term to expire 4/2018)

#### **LICENSES & PERMITS**

8. Request: Food Vendor License  
Sweet Haven, 460 Massachusetts Avenue, Djamel Ouadani
9. Discussion: Special (One Day) Liquor License  
Kevin F. Greeley, Chair
10. Approval: Draft Liquor License Suspension Decision  
Douglas W. Heim, Town Counsel

#### **CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM**

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

### **TRAFFIC RULES & ORDERS / OTHER BUSINESS**

11. Request to Co-Sponsor 'Taste of Arlington 2015'  
Jennifer Tripp, Chamber of Commerce
12. Letter to Mugar's Legal Counsel RE: Meeting Request  
Adam W. Chapdelaine, Town Manager
13. Comptroller Recruitment Process/Interim Staffing Strategy  
Adam W. Chapdelaine, Town Manager
14. ICMA-RC Travel Disclosure Notice - Town Manager  
Adam W. Chapdelaine, Town Manager
15. Board of Selectmen Designee to Parking Implementation and Governance Committee  
Steven M. Byrne, Selectman
16. Discussion and Adopt: Selectmen's Handbook, Licenses and Permits Summary, Parking Summary, Parking Policies and Regulations, Handbook Re-cap  
Kevin F. Greeley, Chair

### **FINAL VOTES & COMMENTS**

#### Articles for Review

- |            |  |
|------------|--|
| Article 14 | Disposition of Real Estate/Parcel 13-383 Cliffe Avenue Lexington |
| Article 15 | Home Rule/Board of Assessor Changes                              |
| Article 18 | Endorsement of CDBG Application                                  |
| Article 45 | Resolution/Town Meeting Member Removal Process                   |

### **CORRESPONDENCE RECEIVED**

Response to Request for Sidewalks on Clyde Terrace

Wayne Chouinard, Town Engineer and Transportation Advisory Committee Member - Be Rec'd

### **NEW BUSINESS**

### **EXECUTIVE SESSION**

Next Meeting of BoS April 27, 2015



## **Town of Arlington, Massachusetts**

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**Minutes of Meeting: March 23, 2015**

**ATTACHMENTS:**

Type	Description
 Reference Material	draft minutes 3/23/15

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
JOSEPH A. CURRO, VICE CHAIR  
KEVIN F. GREELEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

Meeting Minutes  
Monday, March 23, 2015  
7:15 p.m.

Present: Mr. Byrne, Chair, Mr. Curro, Vice Chair, Mr. Greeley, Mrs. Mahon and Mr. Dunn.  
Also Present: Mr. Chapdelaine, Mr. Heim and Mrs. Sullivan.

1. Discussion: Cable Advisory Committee Status Report  
John Maher, Chair Cable Advisory Committee  
Attorney Maher, explained the cable licensing process, particularly the Board of Selectmen's Ascertainment Hearing/Public Meeting scheduled for April 15<sup>th</sup> at 7:30 PM. He explained that the Cable Advisory Committee is meeting over negotiation points and strategy as well as gathering future cable-related needs and interest of the Arlington Community.  
Mrs. Mahon requested that technology needs include presentation equipment in the Selectmen Chambers.

**CONSENT AGENDA**

2. Minutes of Meeting: March 9, 2015  
Mr. Curro moved approval. SO VOTED (4-0-1)  
Mrs. Mahon abstained.
3. Appointments of New Election Workers: (1) Aroxy Mesropian, 462 Appleton Street, U, Pct. 3; 2) Evelyn Lewis, 4 Winslow Street, U, Pct. 11; 3) Carol Philips, 74 Mary Street, D, Pct. 3; 2)  
The above new appointments will work at the Town Election.  
Mr. Greeley moved approval subject to conditions set forth. SO VOTED (5-0)

**LICENSES & PERMITS**

4. Request: Common Victualler



Maria's Pizzeria, 86 Massachusetts Avenue, Ruzanna Zakaryn  
Attorney Meimaris explained his client will continue the current business and has 14  
years of experience.

Mrs. Mahon moved approval.

SO VOTED (5-0)

5. Discussion and Adopt: Hackney Policy Insurance Requirements

Steven M. Byrne, Chair

Insurance recommendations would raise the current requirement:

\$20,000 to \$50,000 pp

\$40,000 to \$100,000 acc

\$5,000 to \$50,000 prop

----- to \$5,000 medical pay

The following hackney/taxi owners spoke:

- Tom Whalen, owner of Veteran's Taxi, stated he wasn't sure what the appropriate amounts should be, but asked for the lowest possible amounts due to the cost impact to his business.
- Rick Truscello, owner of Arlmont Transportation, stated that increasing rates would make getting insurance difficult and owners would have to look outside the state for coverage. This would impact a higher price charged to patrons and would impact the companies decreasing business compared to "ride share" companies that are not licensed but operating at lower prices. He states that his business is down 50% since 2012. Mr. Truscello asked the Selectmen to hold off on a decision until the state makes their determination. He also reported that "ride share" and gypsy cabs have been utilizing cab stand parking spots.
- Ron Bonney, owner of Yellow Cab Arlex, stated that Mayor Walsh is looking at the "ride share" issue and insurance. He requested that the Selectmen hold off on a decision to increase coverage until the state makes a decision.
- Dave Lucker, owner of Arlex Yellow Cab/Dave's Automotive, said that higher rates would put him out of business.

There was discussion by the Selectmen considering waiting longer for a state decision and beginning the renewal process based on the current policy.

Mr. Greeley moved to table the insurance decision until the state makes a decision or until the first November meeting.

SO VOTED (4-1)

Mrs. Mahon voted in the negative.

**TRAFFIC RULES & ORDERS/OTHER BUSINESS**

6. Approval: Memorial for Robert (Bobby Mac) MacMurry

Alexander J. Salipante, Chairman, Public Memorial Committee

The Public Memorials Committee reported that the request for a memorial site on the Minuteman Bike Path in remembrance of Robert (Bobby Mac) MacMuarry meets the criteria for being memorialized.

Mrs. Mahon moved approval to memorialize and thanked the committee.

SO VOTED (5-0)

7. Presentation: Arlington Commission on Arts and Culture Annual Report

Stephanie Marlin-Curiel and Barbara Costa, Co-Chairs

Ms. Marlin-Curiel and Ms. Costa presented the Arlington Commission on Arts and Culture's annual report. They also informed the Selectmen the commission is considering the idea of applying for MCC Cultural District status.

The commission's highlights for 2014 are:

- Name change to Arlington Commission on Arts and Culture (ACAC) from the Cultural Commission.
- Hired, as a volunteer, Amy Mongeau as the Arts and Culture Liaison for 10 hours a week housed in the Planning Department. She created a new website: arlingtoncac.com.
- Fostered collaboration with ATED for developing Arlington as a cultural destination.
- Cultural planning taking several steps to create a cultural plan for the town-researching various opportunities.
- Participated in the Master Plan process through meeting participation and plan feedback.
- Being a resource for the Town on matters of Arts and Culture participating in Holiday Windows and Poet Laureate Screening Committee.

Mr. Curro thanked the committee for their great initiatives and supports them in their process for designation in the cultural district status.

Mrs. Mahon moved receipt of the annual report.

SO VOTED (5-0)

8. Approval: FAA Noise Issues Letter

Steven M. Byrne, Chair

Mr. Byrne asked for support in a letter written to the FAA asking them to "re-examine runway 33L RNAV SID, implemented in June of 2013, in light of the significant increase in noise complaints and negative feedback from communities since implementation and that alternatives or modifications be considered."

Mrs. Mahon moved approval.

SO VOTED (5-0)

9. Endorsement of Letter to Delegation RE: MBTA Assessments

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine explained that the manner in which the MBTA calculates its annual assessment for Arlington has been a long standing matter of inequity. The assigned "weight" of 9 compared to other community "weight" numbers that are assigned. This inequity is costing the Town thousands of dollars more compared to other communities.

Mr. Dunn moved approval of letter endorsement.

SO VOTED (5-0)

10. Designation Special Municipal Counsel, Attorney Kevin Batt, as Special Municipal Employee

Adam W. Chapdelaine, Town Manager

Attorney Kevin Batt has been retained by the Town to perform a limited scope of work in regard to reviewing the power purchase agreement for the solar panel project. Mr. Chapdelaine requested that Atty. Batt be designated as Special Municipal Employee.

Mrs. Mahon moved approval.

SO VOTED (5-0)

11. Vote: Reinstatement of Metering in Municipal Lots

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine requested to reinstate the metering in municipal lots now that snow is not an issue.

Mr. Curro moved approval.

SO VOTED (5-0)

12. Rehearing Warrant Article 11: Bylaw Amendment/Establishment of a Community Preservation Committee

Kevin F. Greeley, Selectmen

Mr. Greeley moved to re-open the hearing.

SO VOTED (5-0)

Mr. Greeley stated that due to the fact additional tax money is involved with this process he feels the Selectmen should have more participation in the process of committee appointments.

1) Mr. Greeley moved to change the following in Section 1:  
paragraph (a), in the last sentence to:

...” and four (4) at-large members appointed by a joint vote of approval by the Board of Selectmen and the Town Manager as follows below in Section 1(b).

Paragraph (b), in the first sentence:

“Candidates for at-large membership shall be jointly gathered and screened by the Town Manager and the Chair of the Board of Selectmen or designee,...”

SO VOTED (5-0)

2) Mr. Greeley moved that the appointing authority shall have forty five (45) calendar days after approval by the Attorney General to make their initial appointments.

SO VOTED (4-1)

Mrs. Mahon voted in the negative.

Mr. Heim asked the Selectmen if they voted overall support of the final votes and comments as amended unanimously.

Mr. Dunn moved overall support of final votes and comments as amended.

SO VOTED (5-0)

## **WARRANT ARTICLE HEARINGS**

### **Articles for Review**

#### **Article 12 Revision of Town Committee/ Vision 2020 Standing Committee**

Ms. Brazile and Ms. Glushko, Vision 2020 members, spoke regarding amending the charter vote of Vision 2020 with the primary purpose to increase the committee efficiency by revising the membership. It would revise the charter to distinguish between quorum - qualifying “voting members” and policymaking “advisory group members”. This will provide for a manageable quorum.

Mrs. Mahon moved approval.

SO VOTED (5-0)

#### **Article 19 Revolving Funds**

Mr. Chapdelaine stated this is the annual vote authorizing revolving funds but with two (2) small changes:

- Board of Health Fees: “Expenditures not to exceed \$125,000”

- Library Vend Fees: “Expenditures not to exceed \$25,000”

Mr. Greeley moved approval with amendments.

SO VOTED (5-0)

## **FINAL VOTES & COMMENTS**

Articles for Review

Article #7 Zoning Bylaw Amendment/Regulation of Posted Event Notices

Article #13 Disposition of Real Estate/1207 Massachusetts Avenue

Article #16 Acceptance of Legislation/Complete Streets Program (REVISED COMMENTS)

Article #46 Resolution/Master Plan Endorsement

Mrs. Mahon moved approval.

SO VOTED (5-0)

## **NEW BUSINESS**

Mr. Byrne congratulated Mr. Heim on the birth of his new baby daughter.

Mr. Chapdelaine announced that the Mass Ave Corridor project will begin next week. Sidewalks on both the north side and south side will be started but not at the same time.

Mr. Chapdelaine reported that there is a proposed 40B development on Mugar land (mostly in Arlington) by Oak Tree Development of 219 units. The 40B status allows Mugar to bypass local zoning approval. He will keep the Selectmen informed on the project.

Mr. Greeley wished both Selectmen candidates well in the upcoming election and stated they are superb candidates.

Mrs. Mahon requested that the Town Manager provide an appreciation (whatever he decides) for the DPW snow removal employees and contractors for a great job this past winter.

Mrs. Mahon stated there were four (4) plan proposals done in the past that could help the AHS students who came to a past meeting requesting additional parking for students. She asked Mr. Chapdelaine to speak with Ms. Bodie, Superintendent of Schools, and the School Committee in order to help resolve this student problem.

Mr. Dunn reported that the AEF Trivia Bee that he, Mr. Byrne and Mr. Curro participated in was great fun and for a great cause.

Mr. Curro thanked Mr. Byrne for his service as chair for the past year.

Mr. Curro reported last Friday that he, Mr. Chapdelaine and Mr. Tosti went to an MMA breakfast meeting where local aid reductions were discussed and the impact to towns and cities.

Mr. Byrne thanked the DPW for the incredible work they did over the winter snow storms.

Mrs. Mahon moved to adjourn at 9:32 PM.

SO VOTED (5-0)

## **EXECUTIVE SESSION**

Next Meeting of BoS March 30, 2015

A true record: Attest

Mary Ann Sullivan  
Selectmen's Office

3/23/15

Agenda Item	Documents Used
1	
2	3.9.15 draft minutes
3	Election Workers Master Records
4	Common Victualler Application : Maria's Pizzeria
5	Insurance Info, Meeting Letter, Arl. Taxi Comment, Bill H. 854 Info, Articles
6	Public Memorial Committee Correspondence/Recommendation
7	ACAC Annual Report
8	Letter to FAA on noise
9	Letter to MBTA on Assessment
10	A.Chapdelaine Memorandum to Board
12	Final Votes and Amp; Comments from 3.9.15 meeting W.A #11 reference from 2.23.15 meeting
Article Hearings	Warrant Articles #12 and #19 Text Hearing Comments D. Heim Revolving Funds
Final Votes &Comments	Draft Final Votes & Comments - D. Heim #7,#13,#16,#46



## **Town of Arlington, Massachusetts**

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**Appointments of New Election Workers: (1) Robert Blouin, 54 Medford Street, U, Pct. 10: (2) Wu Chong, 54 Medford Street, R, Pct. 10; (3) Judith Hyland, 54 Webcowet Road, U, Pct. 9; (4) William Stalcup, 18 Hamilton Road, U, Pct. 11**

### **ATTACHMENTS:**

Type	Description
<input type="checkbox"/> Reference Material	Master Records

ELECTION WORKER'S MASTER RECORD

Date: 3/31/15

Check One: ☒ New Employee  
☐ Change to Existing Employee

Vendor # \_\_\_\_\_

Position Inspector

Name: ROBERT BLOWIN

Democrat \_\_\_\_\_

Address: 54 MEDFORD STREET

Republican \_\_\_\_\_

APT. 406

Unenrolled ☒

Zip Code: 02474

Precinct 10

Alpha/Last Name: \_\_\_\_\_

Phone # 617-583-2041

Position Codes: 10 - Warden  
20 - Deputy Warden  
30 - Inspector  
40 - Deputy Inspector  
50 - Clerk

60 - Deputy Clerk  
70 - Teller  
80 - Substitute  
90 - Custodian

# ELECTION WORKER'S MASTER RECORD

Date: 3/31/15

Check One: ☒ New Employee  
☐ Change to Existing Employee

Vendor # \_\_\_\_\_

Position Inspector

Name: Wu CHONG

Democrat \_\_\_\_\_

Address: 54 MENFORD STREET

Republican ☒

APT. 306

Unenrolled \_\_\_\_\_

Zip Code: 02474

Precinct 10

Alpha/Last Name: \_\_\_\_\_

Phone # 617-335-7172

## Position Codes:

10 - Warden  
20 - Deputy Warden  
30 - Inspector  
40 - Deputy Inspector  
50 - Clerk

60 - Deputy Clerk  
70 - Teller  
80 - Substitute  
90 - Custodian



# ELECTION WORKER'S MASTER RECORD

Date: 3/31/15

Check One: ☒ New Employee  
☐ Change to Existing Employee

Vendor # \_\_\_\_\_

Position Inspector

Name: JUDITH HYLAND

Democrat \_\_\_\_\_

Address: 54 Webcorper Road

Republican \_\_\_\_\_

Unenrolled ☒

Zip Code: 02474

Precinct 9

Alpha/Last Name: \_\_\_\_\_

Phone # 781-646-0748

Position Codes:

- 10 - Warden
- 20 - Deputy Warden
- 30 - Inspector
- 40 - Deputy Inspector
- 50 - Clerk

- 60 - Deputy Clerk
- 70 - Teller
- 80 - Substitute
- 90 - Custodian

# ELECTION WORKER'S MASTER RECORD

Date: 3/31/15

Check One: ☒ New Employee  
☐ Change to Existing Employee

Vendor # \_\_\_\_\_

Position INSPECTOR

Name: William STALCUP

Democrat \_\_\_\_\_

Address: 18 HAMILTON ROAD

Republican \_\_\_\_\_

APT. 107

Unenrolled ☒

Zip Code: 02474

Precinct 11

Alpha/Last Name: \_\_\_\_\_

Phone # 781-646-3240

Position Codes: 10 - Warden  
20 - Deputy Warden  
30 - Inspector  
40 - Deputy Inspector  
50 - Clerk

60 - Deputy Clerk  
70 - Teller  
80 - Substitute  
90 - Custodian



## **Town of Arlington, Massachusetts**

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**Request: Permit for Memorial Day Parade, Monday, May 25, 2015**

**Summary:**

Jeffrey A. Chunglo, Director of Veterans' Services

**ATTACHMENTS:**

Type	Description
 Reference Material	Parade Request from Mr. Chunglo



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF VETERANS SERVICES**

**Town of Arlington**

730 Massachusetts Avenue  
Arlington, Massachusetts 02476

Jeffrey A. Chunglo  
Director of Veterans Services

Tel: 781 316-3166  
Fax: 781 316-3129

9 APR 2015

Board of Selectmen  
Town Hall, Arlington  
730 Massachusetts Avenue  
Arlington, Ma. 02476

Re: Permit for May 25, 2015

Dear Board Members,

On behalf of the Department of Veterans' Service for the Town of Arlington, I am requesting a permit to allow residents to participate in the annual Memorial Day Parade. The parade will step off at 9:30 AM.

The parade route will be as follows: Massachusetts Avenue to Monument Park. A ceremony will be conducted at Monument Park. We will then proceed on Medford Street to Mount Pleasant Cemetery for services at the Veterans' lots.

A police escort will be needed along Massachusetts Avenue and Medford Street into Mt. Pleasant Cemetery.

Very respectfully,

A handwritten signature in black ink, appearing to read "Jeffrey A. Chunglo".

Jeffrey A. Chunglo



## **Town of Arlington, Massachusetts**

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**Request: One Day Beer & Wine License, 5/27/15 @ Regent Theatre for 6th Annual Ciclismo Classico Bike Travel Film Festival**

**Summary:**

Lauren Hefferon, Ciclismo Classico

**ATTACHMENTS:**

Type	Description
<input type="checkbox"/> Reference Material	One Day Application

RECEIVED  
SELECTMEN'S OFFICE  
ARLINGTON MA 02174

RECEIVED  
SELECTMEN'S OFFICE  
ARLINGTON MA 02174

APR 1 3 31 PM '15 OFFICE OF THE BOARD OF SELECTMEN 3 31 PM '15



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL (ONE-DAY) LIQUOR LICENSE APPLICATION**  
**(TO BE FILLED OUT BY EVENT REQUESTOR)**

Name of Applicant: Ciclismo Classico / Lauren Hefferon

Address, phone & e-mail contact information: 30 Marathon Street, Arlington, MA 02474  
781-646-3377, lauren@ciclismoclassico.com

Name & address of Organization for which license is sought: Same as above

Does this Organization hold nonprofit status under the IRS Code? ☐ Yes ☒ No

Name of Responsible Manager of Organization (if different from above):

Lauren Hefferon

Address, phone & e-mail contact information: Same as above

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? NO If so, please give date(s) of special licenses and/or applications and title of event(s). ~~press~~

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

yes - 5/28/14, 5/20/13, 5/17/12 Bos has on file

24-Hour contact number for Responsible Manager on Event date: Lauren - 617-640-4837

Title of Event: 6th Annual Ciclismo Classico Bike Travel Film Festival

Date/time of Event: Wednesday, 27 May 2015

Location of Event: Regent Theatre

Location/Event Coordinator: Leland Stein

e-blasts, posters  
Method(s) of invitation/publicity for Event: e-mail, facebook, Globe & Arlington papers, blogs,

Number of people expected to attend: 150

Expected admission/ticket prices: \$15 in advance / \$20 at the door

Expected prices for food and beverages (alcoholic and non-alcoholic): Food - typical movie concession food & drink. Beer & wine \$5 per cup. Also, free COOKIE BUFFET for all attendees.

Will persons under age 21 be on premises? unknown, but possibly several, all accompanied by parents.

If "yes," please detail plan to prevent access of minors to alcoholic beverages. Patrons will be checked for proper ID, and handstamp will be given to those with proper ID. Only one drink per person per visit to the bar will be allowed.

Have you consulted with the Department of Police Services about your security plan for the Event?

Yes, security plan included with this permit request.

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Off. Wray J. Rateru date 4/7/15  
Off. Corey P. Rateru  
Printed name/title

POLICE COMMENTS:

Request one police detail.

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol "one day" licenses are available only to nonprofit organizations.)

just beer & wine

What types of food and non-alcoholic beverages do you plan to serve at the Event?

COOKIE BUFFET, popcorn, candy, water, juice, iced tea.  
Many patrons enjoy a dinner meal in Arlington Center

Who will be responsible for serving alcoholic beverages at the Event?

Nicholas Wright or names of other qualified servers will be provided to BOS before the event.

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

All servers have been trained for T.I.P.S. certification and will be asked to provide proof of certification.



Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Will be supplied by Regent once staffing is complete.

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc)) Hub Wine Corp, Harpoon Brewery,  
or other authorized suppliers.

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

Arrangements will be made to have excess alcohol transported  
from the premises and returned to the distributor prior to the  
expiration date & time of any special alcohol license issued for this  
Please provide details (insurance company, type of policy, name of insured, and policy limits) of any event.  
relevant insurance coverage for the Event, included but not limited to General Liability and Liquor  
Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance  
coverage.) Board of Selectmen has on file, but will  
provide new copy if needed.

**Please submit this completed form and filing fee to the Board of Selectmen  
at least 21 days before your Event. Failure to provide complete  
information may delay the processing of your application.**

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: 

Printed name: LAUREN Hefferon

Printed title & Organization name: CICLISMO CLASSIC.

Email: Lauren@ciclismoclassico.com





3/26/15

**Security Plan for Ciclismo Classico Bike Travel Film Festival, May 27, 2015**

- 1) Beer & wine sold in one clearly designated area in the back of the theatre
- 2) There are at least two people on duty at "bar" area
  - a) Bartender (TIPS certified)
  - b) Seller/Cashier (everyone must show ID and only one drink can be sold to that person)
  - c) Manager on duty who checks in on the bar area throughout the night
  - d) All have cell phones in case of a problem.
- 3) Public admitted to the theatre no sooner than 30 to 60 minutes before show time. Beer & wine sold from that period to the end of intermission (approx. 2-2.5 hours only), well before the actual ending of the event.
- 4) Liquor can only be consumed in the main theatre area.
- 5) We serve 12oz beers and 4oz wines.
- 6) Regent Co-owners Leland Stein and/or Rick Stavros are on duty and available for all shows.
- 7) If co-owners are not available, a bouncer/security person will be stationed in the bar area
- 8) In case of a problem, the server or seller is to contact person on duty/security.
- 9) In the case of an emergency they are to call the police.
- 10) Both the seller and the bartender have been instructed and trained to refuse selling or serving alcohol to anyone they have determined to have been drinking excessively outside the premises before the event, or during the event itself.
- 11) Ticket holders will be instructed to park in the municipal lot across the street or street parking where available.
- 12) There will be announcement at start of event pointing out emergency exits, and procedures for an emergency evacuation.
- 13) If no police detail present, the Regent Manager will make sure crowd is orderly on sidewalk and not spilling out into the street, through the use of Private Security.
- 14) If police detail present and the bar area is crowded, management will request a police officer to be as close to bar area as possible.
- 15) When advance ticket sales warrant it, a police detail will be hired for security. Otherwise, Regent management will provide security.
- 16) A police detail will be hired by the event organizer if 150 or more patrons are expected; two police details if more than 300. (It is anticipated that one police detail will be needed for this event.)



## **Town of Arlington, Massachusetts**

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**Request: One Day All Alcohol License, 5/9/15 @ Robbins Memorial Town Hall for the Waldorf School of Lexington Spring Benefit/Auction**

**Summary:**

Paula Antonevich, Waldorf School

**ATTACHMENTS:**

Type	Description
<input type="checkbox"/> Reference Material	One Day Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL (ONE-DAY) LIQUOR LICENSE APPLICATION**  
**(TO BE FILLED OUT BY EVENT REQUESTOR)**

Name of Applicant: Waldorf School of Lexington

Address, phone & e-mail contact information:

739 Mass. Ave., Lexington, Ma. 02421 781-863-1062 x564 Paula Antonevich  
p.antonevich@thewaldorfschool.org

Name & address of Organization for which license is sought:

same

Does this Organization hold nonprofit status under the IRS Code? ☒ Yes ☐ No

Name of Responsible Manager of Organization (if different from above):

same

Address, phone & e-mail contact information: \_\_\_\_\_

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ☐ No ☐ Yes If so, please give date(s) of special licenses and/or applications and title of event(s).  
\_\_\_\_\_  
\_\_\_\_\_

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

annual - 2014 - Oakley Country Club

24-Hour contact number for Responsible Manager on Event date: 781-572-1803

Title of Event: Spring Benefit/Auction

Date/time of Event: Saturday, May 9, 2015 - 6:00 pm - 11:00 pm

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer/Vicki Rose

Method(s) of invitation/publicity for Event:  
mailed invitation/school publicity

Number of people expected to attend:  
175

Expected admission/ticket prices: \$85 per ticket

Expected prices for food and beverages (alcoholic and non-alcoholic):

\$8 beer/wine, \$10 mixed drink

Will persons under age 21 be on premises?  
NO

If "yes," please detail plan to prevent access of minors to alcoholic beverages. \_\_\_\_\_

Have you consulted with the Department of Police Services about your security plan for the Event?  
YES

*For Police Chief, Operations Commander, or designee:*

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Off. Corey P. Roteau date 4/9/15  
Off. Corey P. Roteau  
Printed name/title

POLICE COMMENTS:  
Request one police detail.

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol "one day" licenses are available only to nonprofit organizations.)

beer/wine/cocktails

What types of food and non-alcoholic beverages do you plan to serve at the Event?

Savory Tapas/ desserts  
soda/juice/waters

Who will be responsible for serving alcoholic beverages at the Event?

Seasons to Taste Caterers

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS certification - attached

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Jay Brown - 4/5/1965

Ilana Leibert - 2/6/1976

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc))

Atlas Liquors, Medford Ma.

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

Atlas Liquors will take back cases not opened. Committee members will take home (in trunks of cars) any opened items.

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) attached

**Please submit this completed form and filing fee to the Board of Selectmen  
at least 21 days before your Event. Failure to provide complete  
information may delay the processing of your application.**

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: \_\_\_\_\_

Printed name: Paula Antonevich

Printed title & Organization name: Development Director, Waldorf School

Email: P.Antonevich@thewaldorfschool.org



**ROBBINS MEMORIAL TOWN HALL AUDITORIUM**  
730 Massachusetts Avenue, Arlington, Ma. 02476

2 April 2015

**SECURITY PLAN FOR WALDORF SCHOOL FUNDRAISER/AUCTION**

A fundraiser and auction for the Waldorf School of Lexington, Ma. will be held on Saturday, May 9, 2015 in the auditorium at Arlington Town Hall. The event is scheduled for 6:00 pm to 10:00 pm.

A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

Tickets will be sold for the event. We anticipate approximately 175 people to attend. Only adults who have purchased tickets for the fundraiser will attend this event.

Patsy Kraemer will be the event coordinator for the event. The caterer Seasons to Taste will provide bartender service. Greg Stathopoulos will be the custodian for the event. A committee of 12 staff and parent members will be responsible for ensuring that the event runs smoothly.

A police detail will be hired for the event (if required) and a fire services detail will be hired for the event. These officers will be available to help with any emergency situations that may arise.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.

Do not click Back-Space to leave this window

# Certificate of Completion

This Certificate of Completion of  
**eTIPS On Premise 2.0**  
For coursework completed on March 27, 2013  
provided by Health Communications, Inc.  
is hereby granted to:

**Ilan Liebert**

Certification to be sent to:

16 Cutter St Apt 31  
Somerville MA, 02145-3200 USA

**HCI**

HEALTH COMMUNICATIONS, INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded in 90d.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/3/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> T. Edmund Garrity & Co., Inc. 545 Concord Ave.  Cambridge MA 02138		<b>CONTACT NAME:</b> Cristina <b>PHONE (A/C No. Ext):</b> (617) 354-4640 <b>FAX (A/C No.):</b> (617) 354-5828 <b>E-MAIL ADDRESS:</b> cristina@garrity-insurance.com															
<b>INSURED</b> Season To Taste Catering LLC 2447 Massachusetts Ave  Cambridge MA 02140		<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Charter Oak fire Ins Co</td><td>25615</td></tr><tr><td>INSURER B: Travelers Casualty Ins Co</td><td>19046</td></tr><tr><td>INSURER C: Travelers Indemnity Co</td><td>25658</td></tr><tr><td>INSURER D: Travelers Indemnity Co CT</td><td>25682</td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Charter Oak fire Ins Co	25615	INSURER B: Travelers Casualty Ins Co	19046	INSURER C: Travelers Indemnity Co	25658	INSURER D: Travelers Indemnity Co CT	25682	INSURER E:		INSURER F:	
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INSURER F:																	

**COVERAGES**

CERTIFICATE NUMBER Master Cert 2014

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			6809B767372	6/18/2014	6/18/2015	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
	<input checked="" type="checkbox"/> Liquor Liability						PERSONAL & ADV INJURY	\$ 1,000,000
	1,000,000						GENERAL AGGREGATE	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
B	AUTOMOBILE LIABILITY			BA3C916422	9/27/2014	9/27/2015	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$
							Medical payments	\$ 5,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			CUP0C405561	6/18/2014	6/18/2015	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$ 1,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 5,000							\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			UB9B769236	6/18/2014	6/18/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT	\$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y	N/A				E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

LLC member, Robert Harris, is excluded from WC coverage.

Event: Town Hall in Arlington. Town of Arlington is listed as additional insured for general liability if so required by written contract as it relates to named insured's operations.

**CERTIFICATE HOLDER****CANCELLATION**

Town of Arlington

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

C Medeiros/CRISTI





## Town of Arlington, Massachusetts

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### Conservation Commission

#### Summary:

Michael Nonni  
(term to expire 1/31/2017)

#### ATTACHMENTS:

Type

Description

☐ Reference Material

Memo from Town Manager, Nonni Resume,  
Meeting Notice



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: April 3, 2015  
TO: Board Members  
SUBJECT: Appointment to Conservation Commission

---

This memo is to request the Board's approval of my appointment of Michael Nonni, 224 Mass. Ave. Apt #1 to the Conservation Commission with a term expiration date of 1/31/2017.

  
Town Manager

224 Massachusetts Avenue #1  
Arlington, MA 02474  
617.947.3074  
mike.nonni@gmail.com

## MICHAEL S. NONNI

---

### EXPERIENCE **PRESIDENT & OWNER - FUSE LANDSCAPE DESIGN, INC.**

Arlington, MA

December 2010 – Present

Responsible for all business operations as sole corporate officer, including all landscape design and planning, as well as both field and administrative duties. Field tasks include meeting with clientele, developing a scope of work, estimating costs for projects, keeping projects within budget, scheduling subcontractors, sourcing materials, and executing via hands on work or through assigning work to employees. Administrative tasks include all accounting and invoicing, ensuring all state and federal payroll and corporation taxes are up to date, phone and email correspondence with clientele, and all marketing, including social media and updating the company website.

### **LANDSCAPE DESIGNER/PROJECT MANAGER – WISTERIA & ROSE, LLC**

Boston, MA

March 2010 – December 2010

Acted as a point of contact for clientele residing in Beacon Hill in Boston, MA. Responsible for and oversaw the upkeep of small courtyard gardens and seasonal plantings. Coordinated with vendors to source and receive materials. Designed and coordinated the installation of new landscape projects.

### **PROJECT COORDINATOR – YOUTHBUILD BOSTON**

Boston, MA

March 2008 – April 2009

Oversaw the training and education of 14-16 year olds in the fields of landscaping, horticulture, carpentry, and building construction. Provided project management support from project proposal through completion, including scheduling, budgeting, tracking of tools and materials, design, and implementation. Managed safety onsite in accordance with OSHA standards. Supported Program Manager in developing challenging curricula and furthering the impact of the program in general. Assisted in formulating and administering program policies. Led students in participating in the building of the Rose Kennedy Greenway in Boston.

---

### EDUCATION **UNIVERSITY OF MASSACHUSETTS AMHERST, STOCKBRIDGE SCHOOL OF AGRICULTURE**

A.S., May 2006

Degree in Landscape Design and Horticulture

Roland H. Verbeck Award for school involvement and dedication

---

**ADDITIONAL** Associate Member Arlington Conservation Commission since 2014

Massachusetts Certified Horticulturist since 2011

Member Massachusetts Nursery and Landscape Association since 2004

OSHA 10 Certified since 2008

---

**REFERENCES** Upon Request

# OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
DANIEL J. DUNN  
STEVEN M. BYRNE  
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

April 1, 2015

Michael Nonni  
224 Massachusetts Avenue  
Arlington, MA 02474

Re: Appointment: Conservation Commission

Dear Mr. Nonni:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, April 13th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,  
BOARD OF SELECTMEN

*Marie A. Krepelka*

Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

---

### Tree Committee

#### Summary:

Becky Edmondson  
(term to expire 4/2018)

#### ATTACHMENTS:

Type

Description

☐ Reference Material

Tree Committee Recommendation, Edmondson  
letter of interest, Meeting Notice

>  
> On Thu, Mar 12, 2015 at 10:34 AM, MEA <[meaarlington@gmail.com](mailto:meaarlington@gmail.com)> wrote:  
> > Dan,  
> >  
> > At last night's Tree Committee meeting, the members unanimously agreed  
Becky  
> > Edmondson would be a great addition to the Committee. I've attached a  
brief  
> > bio from Becky which I'd ask for Selectmen approval in her appointment.  
> >  
> > Thank you,  
> >  
> > Mary Ellen  
> >  
> >  
> > Mary Ellen Aronow  
> > 617-306-6786  
> >  
> >  
> >  
> > .  
> >

**Attachments:**

File:

[Edmondson\\_Petition to  
join the Arlington Tree  
Committee.docx](#)

Size: 14k Content Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document

# Petition to join the Arlington Tree Committee

Becky Edmondson

31 Morton Road, Arlington MA 02476.

beckyedmondsn@gmail.com

781-859-9786

I'm a dyed-in-the-wool plant lover, gardener, and amateur naturalist, and I grew up in a tree. The magnolias that filled the park across the street from our house in Memphis had branches down to the ground, and I spent hours and hours climbing them, swaying them from the top, and marveling at the blossoms, with their special insect life and sweet scent. I chose to move to Arlington 20 years ago in part because it is so beautifully wooded. Trees are important to me, I need to be around them, and I would be pleased to devote time and energy to their preservation and planting here in my adopted hometown of Arlington.

I live on Menotomy Rocks Park and am co-chair of park's Stewardship Committee, with Maryanna Foscett. Together we plan and run invasive plant cleanups and work with town officials on the park's trees and pond. This year we did our first-ever invasive plant report to our board, which outlines our longterm control strategy, proposes some innovations in invasives management, and describes replanting plans for areas where we have removed invasives. We are devoted to preserving the natural beauty of the park.

Last spring I retired from a 15-year career in publishing and technical writing, and now I have a freelance technical editing business specializing in robots whose designs are based in natural structures (that is, bioinspired robotics). This business is part-time, and I'm happy to finally have time to devote to service work, charity work, and of course crazy amounts of garden time.

I can help the committee through my writing, editing, and publishing experience, my knowledge of tree species and tree culture (though only at the level of the devoted amateur), and my basic enthusiasm for the tasks of the committee, particularly public relations.



# OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
DANIEL J. DUNN  
STEVEN M. BYRNE  
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

April 1, 2015

Becky Edmondson  
31 Morton Road  
Arlington, MA 02476

Re: Appointment: Tree Committee

Dear Ms. Edmondson:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, April 13th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,  
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



## **Town of Arlington, Massachusetts**

---

### **Request: Food Vendor License**

#### **Summary:**

Sweet Haven, 460 Massachusetts Avenue, Djamel Ouadani

#### **ATTACHMENTS:**

Type	Description
 Reference Material	FV application

## LICENSE APPLICATION REPORT

Type of License      Food Vendor

Name of Applicant:    Djamel Ouadani d/b/a Sweet Haven

Address:                460 Massachusetts Ave.

The following Departments have **no objections** to the issuance of said license:

- Police        x
- Fire
- Health
- Building
- Planning

The following Departments have **no objections** but have made comments or conditions regarding the issuance of said license: (see attached)

- Police
- Fire          x
- Health       x
- Building     x
- Planning     x

The following Departments have **objections** to the issuance of said license:  
(see attached)

- Police
- Fire
- Health
- Building
- Planning

ARLINGTON POLICE DEPARTMENT

**Frederick Ryan**  
Chief of Police



POLICE HEADQUARTERS  
112 Mystic Street  
Telephone 781-316-3900

*Town of Arlington*  
MASSACHUSETTS 02474

April 1, 2015

On Wednesday, April 1, 2015 at 3:15 PM, I called and spoke with Djamel Ouadani regarding this application for a Food Vendor License for the Sweet Haven candy store, located at 460 Mass. Ave. Mr. Ouadani stated that he has already opened but with stipulations on what he can sell right now. Mr. Ouadani stated that this is his first business opening in Arlington. Mr. Ouadani stated that he has to add a sink in order to be permitted to sell other types of candy.

I advised Mr. Ouadani that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Food Vendor License for the Sweet Haven candy store.

Respectfully Submitted,

Detective Edward DeFrancisco

*"Proactive and Proud"*

**BOARD OF SELECTMEN  
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by April 8, 2015  
**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.**

Location: 460 Mass. Ave.  
Applicant's Name: Djamel Ouadani  
D/B/A: Sweet Haven  
Telephone: 857 869-7885  
Department: Sent Interoffice Mail

Date: 4/1/15

---

**MEETING DATE: APRIL 13, 2015**

Departments:

Police  
Fire  
Board of Health  
Building  
Planning

Comments by each Division or Department:

Inspected By: *DC John Kelly*

*Test and maintain all Fire Alarm systems and components. Test and maintain all Emergency lights and exit signs. Maintain good house keeping practices and keep all exits clear and accessible.*

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

**BOARD OF SELECTMEN  
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by April 8, 2015

**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.**

Location: 460 Mass. Ave.

Applicant's Name: Djamel Ouadani

D/B/A: Sweet Haven

Telephone: 857 869-7885

Department: Sent Interoffice Mail

Date: 4/1/15

---

**MEETING DATE: APRIL 13, 2015**

Departments:

Police

Fire

Board of Health

Building

Planning

Comments by each Division or Department:

Inspected By:

*Sweet Haven currently holds a Retail Food Permit for the purpose of selling packaged candy only. The owner must comply with all conditions outlined in the Plan Review Approval letter dated April 8, 2015 prior to the commencement of the consumer self-service candy operation. One or more inspections may be conducted by this Office to ensure all conditions have been met. Upon successful inspection, the Health Department will provide the establishment with written permission to begin selling candy from the consumer self-service operation. The Owner should be advised that any future changes made to the menu and/or establishment must first be approved by the Board of Health*

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

**BOARD OF SELECTMEN  
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, **April 8, 2015**  
**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.**

Location: 460 Mass. Ave.  
Applicant's Name: Djamel Ouadani  
D/B/A: Sweet Haven  
Telephone: 857 869-7885  
Department: Sct Introffice Mail & E-mail

Date: 4/8/2015

**MEETING DATE: April 13, 2015**

Departments:

Police  
Fire  
Board of Health  
Building  
Planning

Comments by each Division or Department:

The Director of Inspectional Services has no objection to the issuing of this License.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_



**BOARD OF SELECTMEN  
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by April 8th, 2015

**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.**

Location: 460 Mass. Ave.  
Applicant's Name: Djamel Ouadani  
D/B/A: Sweet Heaven  
Telephone: 857 869-7885  
Department: Sent Interoffice Mail & E-mail

Date: 4.1<sup>9th</sup>.15

---

MEETING DATE: APRIL 13, 2015

Departments: *Ted Fields 4.9.2015*

**Re: COMMON VICTUALLER LICENSE**

Police  
Fire  
Board of Health  
Building  
Planning

**Comments by each Division or Department:**

The business proposed for this site is a 787 square foot restaurant selling candy for consumption off the premises. There is no proposed seating for patrons, no assigned on-street parking and no off-street parking spaces. It is a small enterprise serving the residential neighborhoods abutting the Massachusetts Avenue corridor (zone B5) in Arlington Center. Given its location on Massachusetts Avenue, it is an appropriate type of business for this setting.

The Dept. of Planning and Community Development has no objection to the issuance of a Common Victualler license as requested.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_



OFFICE OF THE BOARD OF SELECTMEN

730 Massachusetts Avenue

Town of Arlington

Massachusetts 02476-4908

(781) 316-3020

(781) 316-3029 fax

\$60.00 Filing Fee

APPLICATION

☐ COMMON VICTUALLER LICENSE

☒ FOOD VENDOR LICENSE (Take Out Only)

You must complete an application packet from the Board of Health Department located at 27 Maple St.

You must have the completed application reviewed by the Inspections Department located at 51 Grove St. before filing this application with this office

Location Arlington 460 Mass. Ave.  
Name of Applicant Jamel Oquadau  
Corporate Name (if applicable) USA Corp  
D/B/A Sweet Haven  
Date 03/23/2013

I/We hereby agree to conform in all respects to the conditions governing such License as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen may establish. With the signing of this application, the applicant acknowledges that:

(A) it is understood that the Board is not required to grant the license.

(B) no work is to commence at the premises of the proposed location which is the subject matter of this application until the license is approved by the Board of Selectmen, and, furthermore, any work done is done at the applicant's risk, and

(C) in the event of a proposed sale of a business requiring a Common Victualler License, an application for a transfer of said license will be deemed to be an application for a new license (subject to the rules and regulations herein contained), and the owner of such business shall be required to file with the Board of Selectmen a thirty day notice of his intention to sell same before such application will be acted upon by the Selectmen.

(D) that the license is subject to revocation if the holder of the license does not comply with Town By-Laws or the Rules and Regulations of the Board.

Signature Name Jamel Oquadau

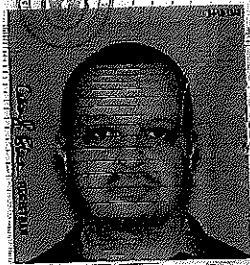
Signature Name Jamel Oquadau

Phone: 857 869 4885 Email: dwadani08@gmail.com

Note: (A) If a corporation, state full names and addresses of principal officers.

(B) If a co-partnership, information must be provided on each partner; if a corporation, information must be provided on corporate officer making application.

Name <u>Jamel Ouadani</u>	Name _____
Address <u>11 Walden Square Rd 312</u>	Address _____
City <u>Cambridge MA</u> Zip <u>02140</u>	City _____ Zip _____
DESCRIPTION OF APPLICANT	DESCRIPTION OF APPLICANT
Born in the U.S. Yes _____ No <u>✓</u>	Born in the U.S., Yes _____ No _____
Born Where <u>Algeria</u>	Born Where _____
Date of Naturalization <u>1992</u>	Date of Naturalization _____
<u>Male</u> or Female <u>Male</u>	Male or Female _____
Date of birth <u>[REDACTED]</u>	Date of birth _____
Height <u>5-09</u> ft. in.	Height _____ ft. in.
Weight <u>190</u>	Weight _____
Complexion _____	Complexion _____
Hair <u>Black</u> Eyes <u>Brown</u>	Hair _____ Eyes _____
Mother's Name <u>YIMANI AICHA</u>	Mother's Name _____
Father's Name <u>MOHAMED</u>	Father's Name _____
Wife's Maiden Name <u>Hamed</u>	Wife's Maiden Name _____
Photo <u>1 inch by 1 inch</u>	



The Establishment shall operate as:

☐ Sole Ownership ☐ Partnership ☐ Total Number of Partners ☐ Corporation Based in \_\_\_\_\_

(Once approved, please go to Clerk's Office for Business Certificate)

Corporate Information Required:

President <u>Jamel Ouadani</u>	} <u>11 Walden Sq Rd 312</u> <u>Cambridge</u> <u>02140</u>	
Secretary <u>Jamel Ouadani</u>		
Treasurer <u>Jamel Ouadani</u>		
Name _____	Address _____	Zip _____

INFORMATION RELATIVE TO APPLICATION

Breakfast

Yes ☐ No ☒

Lunch

Yes ☐ No ☒

Dinner

Yes ☐ No ☒

Do you own the property?

Yes ☐ No ☒

Tenant At Will ☒

Lease ☐

1 years

Hours of Operation:

Day

~~10~~ Monday/Tue

Hours

10/7

Day

Wed/Thur

Hours

10/7

Day

Fri/Sat Sun/12/6

Hours

10/8

Floor Space 63/125 Sq. Ft.

Seating Capacity (if any)

N/A

Parking Capacity (if any) N/A spaces

Number of Employees

2

List Cooking Facilities (and implements)

N/A

Will a food scale be in use for sale of items to the public?

Yes ☒ No ☐

Will catering services be provided by you?

Yes ☐ No ☒

A copy of the following items must be submitted with the application:

1. ☒ Layout Plan of Facility & Fixtures
2. ☒ Site Plan (obtained at Bldg. Dept., 51 Grove St.)
3. ☒ Outside Facade and Sign Plan (dimensions, color)
4. ☒ Menu
5. ☒ Maintenance Program

If the facilities are not yet completed, provide estimated cost of work to be done \$ 800.00

FOR OFFICE USE ONLY

Scheduled Hearing when Application will be presented to Board of Selectmen for approval:

Date

Time

Board Action: Approved

Yes ☐

No ☐

## APPLICANT'S RESUME

### *Food Business Experience of Applicant*

From _____	to _____
Employee _____	D/B/A _____
Sole Owner _____	Location _____
Partnership _____	Type Food _____
Corporation <input checked="" type="checkbox"/>	Number of Employees _____

From _____	to _____
Employee _____	D/B/A _____
Sole Owner _____	Location _____
Partnership _____	Type Food _____
Corporation _____	Number of Employees _____

List any other information that you feel will assist in the review of this application.

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#### REFERENCES

Bank <u>Bank of America</u>	Type Account	Personal _____	Business <input checked="" type="checkbox"/>
Address <u>Mass Ave Cambridge</u>		Phone _____	
Account Number <u>[REDACTED]</u>		Contact _____	
Personal Reference _____			
Address _____		Phone _____	
Prior Employer <u>LIMOUSINE INC</u>			
Address _____		Phone _____	
Number of years employed _____	From <u>2008</u>	To <u>2001</u>	
Contact _____	Position Held <u>OWNER</u>		
Other _____			

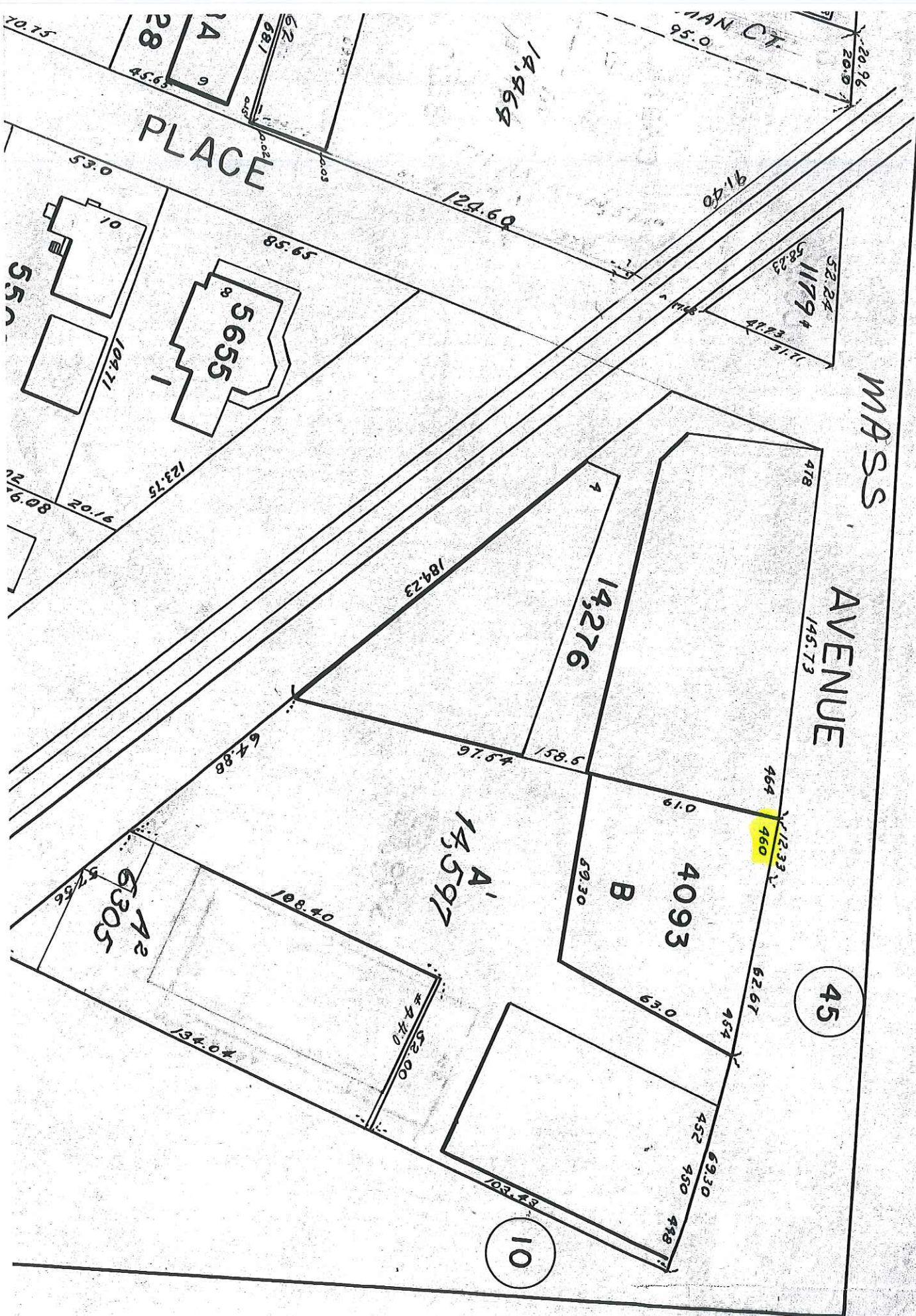
Name

Address

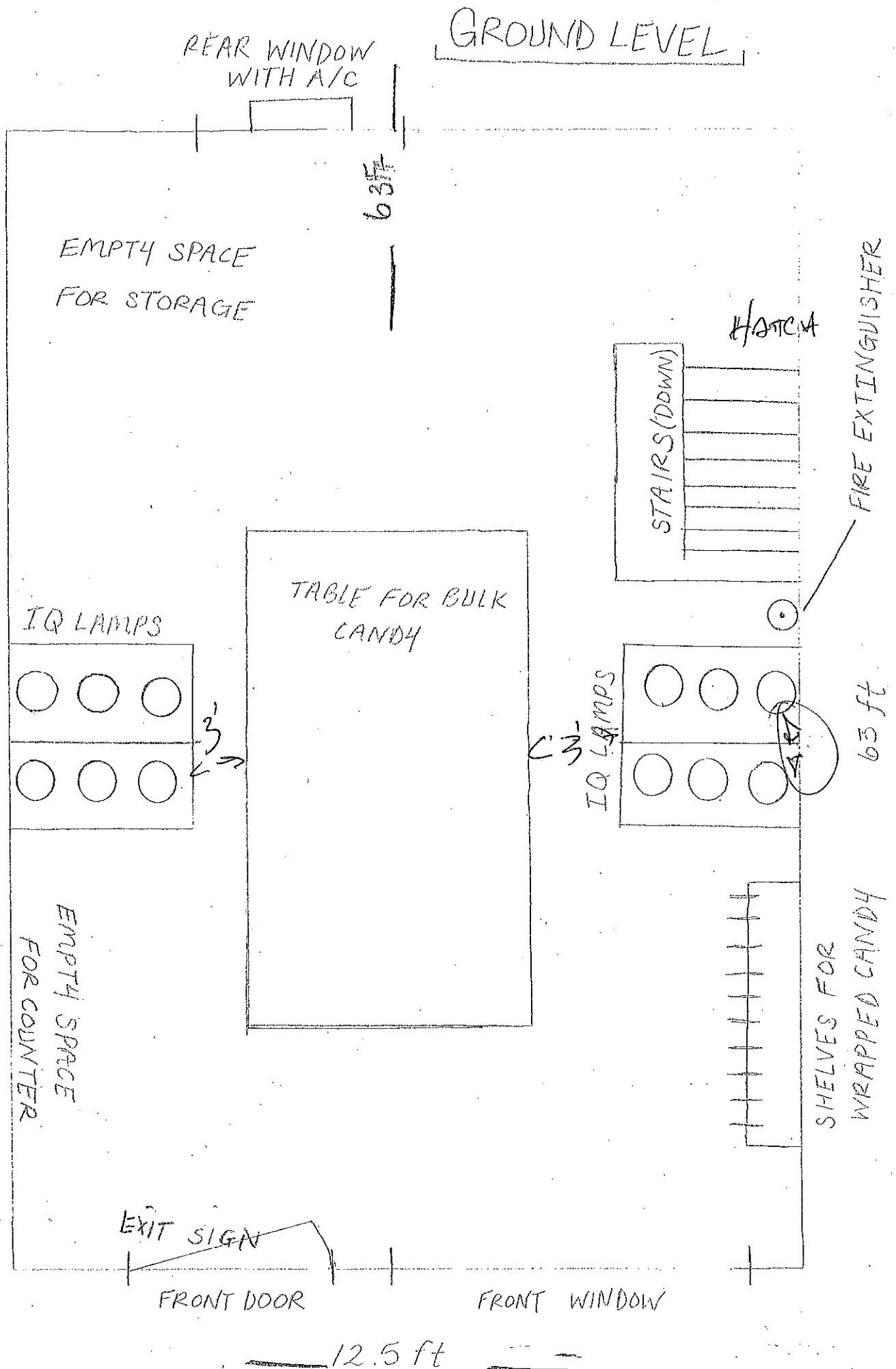








# SCHEMATIC DIAGRAM





REAR  
EXIT

WINDOW

RESTROOM

SINK

BOILER/  
GENERATOR

STAIRS (UP)

FIRE EXTINGUISHER  
(UNDER STAIRS)

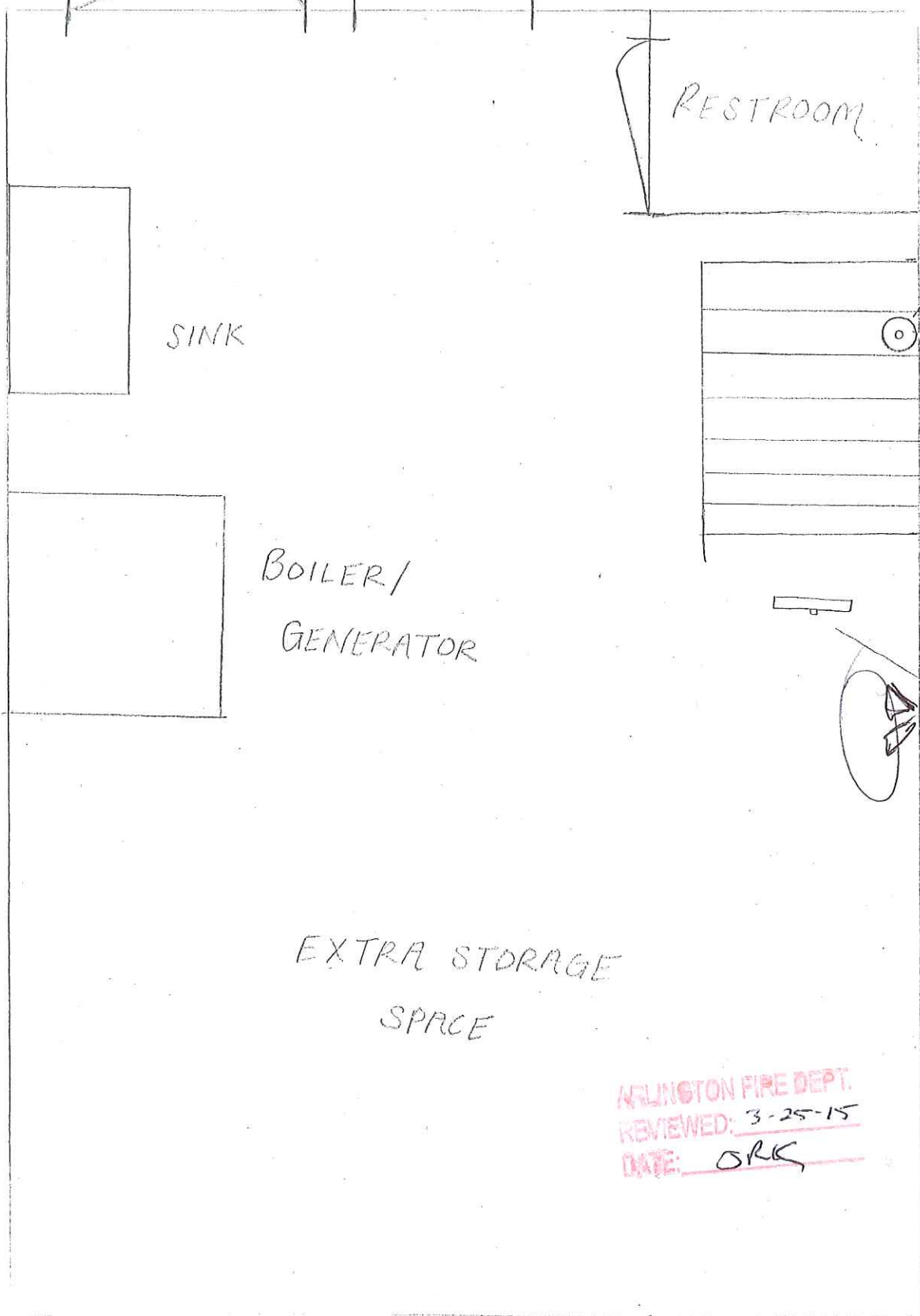
EXIT SIGN  
(MOUNTED)

EXTRA STORAGE  
SPACE

ARLINGTON FIRE DEPT.  
REVIEWED: 3-25-15  
DATE: ORK

12.5 ft

63 ft





## MENU

Individually Wrapped Candy  
Unwrapped Candy  
Gummy Candy  
Old-Fashioned Candy  
Chocolate Candy  
Salt Water Taffy  
Lollipops & Suckers  
Hard Candy  
Bagged Candy  
Candy Bars  
Caramel Candy  
Cinnamon Candy  
Candy Coated Candy  
Foil Wrapped Chocolate Candy  
Fundraising Candy  
Gum & Bubblegum Candy  
Jawbreakers Candy  
Jelly Beans  
Jewelry Candy  
Kosher Candy  
Licorice Candy  
Liquid & Gel Candy  
Marshmallow Candy  
Mini-Sized Candy  
Mints  
Novelty Candy  
Powder Candy Retro  
Rock Candy  
Candy Scoops & Display Containers  
Soft Candy  
Sour Candy  
Sports Candy  
Sugar Free Candy  
King-Size & Theater Boxes  
Toppings & Chips  
Candy Toys  
Vending Machine Candy  
Wax Candy

## SWEET HAVEN

### MAINTENANCE PROGRAM

Sweet Haven maintains a high caliber of cleanliness throughout its present operation

The interior and exterior of the premises is constantly policed throughout the day

Any complaint brought to the attention of the management will be acted upon with alacrity

Sweet Haven requires all candy handlers (employees) to conform to certain sanitation guidelines and all health rules and regulations; including washing hands and handling all appropriate products with gloves or candy scoop



## Town of Arlington, Massachusetts

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### Discussion: Special (One Day) Liquor License

#### Summary:

Kevin F. Greeley, Chair

#### ATTACHMENTS:

Type

Description

☐ Reference Material

C.Rateau Email, ABCC Memo, Regent  
Special/One Day Application, Special/One Day  
Application

**From:** "Corey Rateau" <CRateau@town.arlington.ma.us>  
**To:** "MaryAnn Sullivan" <MSullivan@town.arlington.ma.us>  
**Date:** 04/08/2015 10:08 AM  
**Subject:** Alcohol Licensing

---

Mary Ann,

As the Selectmen consider reviewing the alcohol policies, I would like you to ask them to possibly discuss the following items:

**Special 1-Day licenses:**

Should we be issuing the 1-Days for more than a day? ABCC guidelines state that licenses should be issued long enough to cover the storage and disposal of the alcohol as well as the event, resulting in most of these licenses having to be issued for longer than just the day of the event (on average about three days). The practice of issuing them for just one day puts us at odds with the law for most events, especially those at the Regent as I do not think their distributors are coming by to pick-up at the end of a weekend night nor are they probably removing the stuff. Weddings and events Town Hall should probably be done at the end of the night and are probably okay for a single day unless arrangements are made to store the alcohol prior to or after the event. Stipulations could be put in the license stating which hours and dates they are for sales and which are for storage.

On that same note, I would like to get some clarification on the pre-approval process for the Regent. I can understand that since they have not gotten their theater license, it would tie-up Selectmen's meetings to keep having hearings for them. However, it appears that there is still confusion as to whether they are approving 30 events or 30 days. No person can have a special license for more than 30 days in a year and with the way that the law is written (as above), we have a problem. Between storage and probable removal, Leland Stein alone is probably closer to 100 days a year of having alcohol on the premises in his name but because of the way the licenses are being issued for just the day of the event, on paper he is not in violation of the law. Realistically, between him and Rick Stavros, they should only be able to get about 20 events before neither of them are allowed to have anymore in their names.

I think the easiest way of addressing this is to change the application to specifically state what date the alcohol is going to be delivered and then removed and issue the license for that period. That way we are in compliance with the law and it also protects the holders of these special licenses from being in violation. Also any potential manipulation of the laws could be addressed by reviewing the licensing fee, which in Arlington appears to be way lower than many other cities and towns.

**Town Owned Buildings:**

Should we require a Special License for events taking place in town-owned buildings? It appears that if weddings, etc. are happening at town-owned buildings, we are not requiring license if they have an open bar. However, some cities and towns require it regardless of whether it's a cash or open bar. (I'll forward Belmont's application as an example of having this stipulation). This could be something to consider so that everyone is aware of what's going on. I know there have been times where after the fact my supervisors have asked me what was going on with people drinking outside around the town garden and I had no idea an event had even taken place.

**Crowd Managers:**

This is something that I learned during a recent alcohol enforcement training class and I believe came about after the Station Nightclub fire that killed 100 people in RI. Are we ensuring that required premises have a Crowd Manager on site? Every site that has an occupant load of at least 100 persons, is a bar, dance hall or discotheque that features live bands or amplified music above normal levels and have an area designated for dancing must have certified crowd managers and should be at least one certified crowd manager on site and they should be completing a checklist sheet every day they have a function. The requirements are based on the actual capacity, not whether that many people are there or not. If the capacity of the place is over 250, they

must have two crowd managers, etc. In reality, for Section 12 licenses this this currently may only apply to the Common Ground with their function room in the back but it is something to look into. But some of these special licenses may require a crowd manager as well. Maybe legal can double-check to see if this is the case. Here's a pamphlet from DFS regarding crowd managers: <http://www.mass.gov/eopss/docs/dfs/crowd-mgr/crowdmanagerpamphletfaq.pdf>.

I'll scan the copies of other one-day applications from various cities and towns as examples and get them to you by tomorrow.

Officer Corey P. Rateau  
Arlington Police Department  
Traffic and Parking Unit  
(781)-316-3944 (Office) **\*\*NOTE NEW NUMBER\*\***  
(781)-316-3933 (Fax)  
Email: CRateau@town.arlington.ma.us

**Attachments:**

File: [ATT00002.txt](#) Size: 5k Content Type: text/plain  
File: [ATT00003.html](#) (Shown Inline) Size: 9k Content Type: text/html

**From:** "Corey Rateau" <CRateau@town.arlington.ma.us>  
**To:** "MaryAnn Sullivan" <MSullivan@town.arlington.ma.us>  
**Date:** 04/09/2015 11:47 AM  
**Subject:** One-Day License Samples

---

Mary Ann,

Here are some sample one-day licenses from other cities and towns to forward to the BoS:

**Belmont** (as mentioned in my previous email, any town building used must have a special license):  
[http://www.belmont-ma.gov/sites/belmontma/files/file/file/onedayliqlicapplication\\_0.pdf](http://www.belmont-ma.gov/sites/belmontma/files/file/file/onedayliqlicapplication_0.pdf)

**Charlton** (requires building department approval and breaks down what the three days are for:  
[http://www.townofcharlton.net/forms/BOS\\_alcoholicbeveragelicense\\_specialoneday.pdf](http://www.townofcharlton.net/forms/BOS_alcoholicbeveragelicense_specialoneday.pdf)

**Andover** ( their attached guidelines states alcohol cannot be stored except for day of event and must be removed when license expires): <http://andoverma.gov/clerk/eventalcpol.pdf>

Also, while Andover's application is kinda scarce on required info, they do have a nice little checklist to tell people whether or not they need to apply for a one day license: <http://andoverma.gov/clerk/onedayliq.pdf>

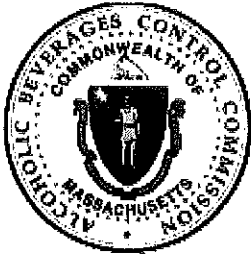
And finally, **Framingham** has a pretty good all around application. Note that there is a separate filing fee and a licensing fee. Another plus is that it's a writeable PDF so they can type in the info and then print it out and bring it in. (Please note the back end of the license doesn't pertain to alcohol but rather entertainment licenses): <http://www.framinghamma.gov/DocumentCenter/View/15452>

Hope this helps.

Officer Corey P. Rateau  
Arlington Police Department  
Traffic and Parking Unit  
(781)-316-3944 (Office) **\*\*NOTE NEW NUMBER\*\***  
(781)-316-3933 (Fax)  
Email: CRateau@town.arlington.ma.us

**Attachments:**

File: [ATT00002.txt](#) Size: 2k Content Type: text/plain  
File: [ATT00003.html](#) (Shown Inline) Size: 4k Content Type: text/html



*Commonwealth of Massachusetts  
Department of the State Treasurer  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114  
Telephone: (617) 727-3040  
Fax: (617) 727-1258*

**Steven Grossman**  
*Treasurer and Receiver General*

**Kim S. Gainsboro, Esq.**  
*Chairman*

#### THE ALCOHOLIC BEVERAGES CONTROL COMMISSION ("ABCC") ADVISORY

As you are all aware, applicants for a Special License commonly referred to as a "1-Day license" are required to purchase alcohol for their event from an authorized source, usually a licensed wholesaler in Massachusetts. In an effort to make this process a little easier for the local licensing authorities and the applicants, we are adding a link of the names and contact information for all of the authorized sources of alcohol for 1-Day licenses. When granting 1-Day licenses, local licensing authorities should consider issuing the license for three or four days to allow for proper delivery, storage and disposal of all alcoholic beverages purchased. This extension will ensure that 1-Day licensees comply with all storage requirements under M.G.L. c.138.

We are also strongly urging that applicants for a 1-Day license submit their applications to the local licensing authorities at least sixty (60) days prior to their event. This will ease the burden on the local licensing authorities, while allowing these organizations enough time to rectify any issues that they may have with their applications prior to their event. Please remember to forward a copy of all 1-Day licenses issued, to the Alcoholic Beverages Control Commission for our records.

We are making these changes as a result of suggestions from a number of the local licensing authorities. We want to take this opportunity to thank these individuals for their input and assistance in making the licensing process a little bit easier. At the same time, we would like to remind everyone that we welcome any suggestions, comments or feedback on any licensing matters. If you have any questions, please feel free to contact our Executive Director, Ralph Sacramone at 617-727-3040 \*31.

## OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

### SPECIAL (ONE-DAY) LIQUOR LICENSE APPLICATION PACKET

#### REGENT THEATRE SPECIAL (ONE-DAY) LIQUOR LICENSE INSTRUCTIONS:

- Organizers of any event requiring a one-day “special” liquor license must comply with the Town of Arlington rules and regulations and both the relevant statutory and regulatory requirements, which can be found on the website of the Alcoholic Beverages Control Commission.

See <http://www.mass.gov/abcc/administration>.

If necessary, organizers should consult private counsel to ensure compliance with these legal requirements.

- Event Organizers must complete and submit a **Special (One-Day) Liquor License Application Packet** to the Regent Theatre for each event (see below).
- The **Regent Theatre must file the paperwork** along with the \$25.00 fee amount with the Selectmen’s Office 21 days before the proposed event. The ABCC shall permit no more than a total of 30 days of a Special License per calendar year.
- The Selectmen’s Office will contact the Regent Theatre *if* the license event is disapproved at the below address:  
**REGENT CONTACT NAME & ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_
- Upon approval, the Selectmen’s Office will send the One-Day License along with any other terms and conditions set forth by the Selectmen to the Regent Theatre.



## OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

### SPECIAL (ONE-DAY) LIQUOR LICENSE POLICY

APPROVED: 6/7/10

REVISED: 4/12/12

1. A one-day "special" license for the sale of **wine & malt only beverages** may be granted to the responsible manager of any indoor or outdoor (see #2) activity or enterprise.  
A one-day "special" license for the sale of **all alcoholic beverages** may be granted to the responsible manager of any non-profit organization conducting any indoor or outdoor (see #2) activity or enterprise.
2. Sale and consumption are limited to inside of the premises. Unless otherwise voted by the Board of Selectmen ("Board"), outside consumption is prohibited. If allowed by Board vote, outdoor sale and consumption may occur only in a defined outside area away from public ways.
3. Consistent with Section 14 of Massachusetts General Laws Chapter 138, a responsible manager and alternate should be named by the organization, one of whom shall be on the premises at all times during the day(s) in question. The responsible manager must be at least 21 years of age. The name(s) and 24-hour contact information shall be on file with the Office of the Board of Selectmen and Police Services Division.
4. The Local Licensing Authority (Board of Selectmen) may impose reasonable conditions and limitations on any special license that is granted, including but not limited to the hours of operation and the presence of a police detail(s).
5. **Security.** The applicant must present a security plan to the Arlington Police Department before filing this application. This security plan must include provisions for:
  - crowd control,
  - dealing with unruly patrons,
  - emergency evacuations,
  - traffic/parking considerations, and
  - controlling access to alcohol by underaged persons.

Unless circumstances warrant otherwise, the security plan will require one police officer for an event that 150 people are expected to attend and two officers for an event that 300 or more people are expected to attend. *The Chief of Police, Operations Commander, or their designee (see attached Town Hall Events-Bar Requirements Sheet) must sign off on this application as to the security plan for the event **before** the application is filed with*

*the Board of Selectmen.* Moreover, applicants must demonstrate that people who will be serving alcoholic beverages are at least 21 years of age and that at least one person who will be staffing each point of service of alcoholic beverages has certification in TIPS or comparable safety training.

6. Unless otherwise voted by the Board of Selectmen, each special license shall cover a single activity or enterprise.
  - a. A special license generally is granted for a single day only. The special license may be granted for more than one day at a time **only** if the activity or enterprise spans more than one day.
  - b. The fee for a special license shall be charged on a per-day basis.
7. The Board reserves the right to decline to consider any application filed later than 21 days before the proposed event. The Board may require the filing of references by the applicant at its discretion.
8. Organizers of any event requiring a one-day "special" liquor license must comply with state statutory and regulatory requirements, which can be found on the website of the Alcoholic Beverages Control Commission: [WWW.MASS.GOV/ABCC](http://WWW.MASS.GOV/ABCC). See Chapter 138, Section 14, of the Massachusetts General Laws and 204 C.M.R. 7.00. If necessary, organizers should consult private counsel to ensure compliance with these legal requirements.

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL (ONE-DAY) LIQUOR LICENSE APPLICATION**  
**(TO BE FILLED OUT BY EVENT REQUESTOR)**

Name of Applicant: \_\_\_\_\_

Address, phone & e-mail contact information: \_\_\_\_\_

Name & address of Organization for which license is sought: \_\_\_\_\_

Does this Organization hold nonprofit status under the IRS Code? \_\_\_\_ Yes \_\_\_\_ No

Name of Responsible Manager of Organization (if different from above): \_\_\_\_\_

Address, phone & e-mail contact information: \_\_\_\_\_

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? \_\_\_\_ If so, please give date(s) of special licenses and/or applications and title of event(s). \_\_\_\_\_

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? \_\_\_\_\_

24-Hour contact number for Responsible Manager on Event date: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Date/time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Location/Event Coordinator: \_\_\_\_\_

Method(s) of invitation/publicity for Event \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Expected admission/ticket prices: \_\_\_\_\_

Expected prices for food and beverages (alcoholic and non-alcoholic): \_\_\_\_\_

Will persons under age 21 be on premises? \_\_\_\_\_

If "yes," please detail plan to prevent access of minors to alcoholic beverages. \_\_\_\_\_

Have you consulted with the Department of Police Services about your security plan for the Event? \_\_\_\_\_

*For Police Chief, Operations Commander, or designee:*

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
*Printed name/title*

POLICE COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol "one day" licenses are available only to nonprofit organizations.)

\_\_\_\_\_

What types of food and non-alcoholic beverages do you plan to serve at the Event? \_\_\_\_\_

\_\_\_\_\_

Who will be responsible for serving alcoholic beverages at the Event? \_\_\_\_\_

\_\_\_\_\_

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

---

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Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

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Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc))

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---

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

---

---

---

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

---

**Please submit this completed form and filing fee to the Board of Selectmen  
at least 21 days before your Event. Failure to provide complete  
information may delay the processing of your application.**

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Printed title & Organization name: \_\_\_\_\_

Email: \_\_\_\_\_

## OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

### SPECIAL (ONE-DAY) LIQUOR LICENSE POLICY

APPROVED: 6/7/10

REVISED: 4/12/12

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4. The Local Licensing Authority (Board of Selectmen) may impose reasonable conditions and limitations on any special license that is granted, including but not limited to the hours of operation and the presence of a police detail(s).
5. **Security.** The applicant must present a security plan to the Arlington Police Department before filing this application. This security plan must include provisions for:
  - crowd control,
  - dealing with unruly patrons,
  - emergency evacuations,
  - traffic/parking considerations, and
  - controlling access to alcohol by underaged persons.

Unless circumstances warrant otherwise, the security plan will require one police officer for an event that 150 people are expected to attend and two officers for an event that 300 or more people are expected to attend. *The Chief of Police, Operations Commander, or their designee (see attached Town Hall Events-Bar Requirements Sheet) must sign off on this application as to the security plan for the event **before** the application is filed with*

*the Board of Selectmen.* Moreover, applicants must demonstrate that people who will be serving alcoholic beverages are at least 21 years of age and that at least one person who will be staffing each point of service of alcoholic beverages has certification in TIPS or comparable safety training.

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  - a. A special license generally is granted for a single day only. The special license may be granted for more than one day at a time **only** if the activity or enterprise spans more than one day.
  - b. The fee for a special license shall be charged on a per-day basis.
7. The Board reserves the right to decline to consider any application filed later than 21 days before the proposed event. The Board may require the filing of references by the applicant at its discretion.
8. Organizers of any event requiring a one-day "special" liquor license must comply with state statutory and regulatory requirements, which can be found on the website of the Alcoholic Beverages Control Commission: [WWW.MASS.GOV/ABCC](http://WWW.MASS.GOV/ABCC). See Chapter 138, Section 14, of the Massachusetts General Laws and 204 C.M.R. 7.00. If necessary, organizers should consult private counsel to ensure compliance with these legal requirements.

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL (ONE-DAY) LIQUOR LICENSE APPLICATION**  
**(TO BE FILLED OUT BY EVENT REQUESTOR)**

Name of Applicant: \_\_\_\_\_

Address, phone & e-mail contact information: \_\_\_\_\_  
\_\_\_\_\_

Name & address of Organization for which license is sought: \_\_\_\_\_  
\_\_\_\_\_

Does this Organization hold nonprofit status under the IRS Code? ☐ Yes ☐ No

Name of Responsible Manager of Organization (if different from above): \_\_\_\_\_  
\_\_\_\_\_

Address, phone & e-mail contact information: \_\_\_\_\_  
\_\_\_\_\_

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? \_\_\_\_\_ If so, please give date(s) of special licenses and/or applications and title of event(s). \_\_\_\_\_  
\_\_\_\_\_

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? \_\_\_\_\_  
\_\_\_\_\_

24-Hour contact number for Responsible Manager on Event date: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Date/time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Location/Event Coordinator: \_\_\_\_\_



Method(s) of invitation/publicity for Event: \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Expected admission/ticket prices: \_\_\_\_\_

Expected prices for food and beverages (alcoholic and non-alcoholic): \_\_\_\_\_

Will persons under age 21 be on premises? \_\_\_\_\_

If "yes," please detail plan to prevent access of minors to alcoholic beverages. \_\_\_\_\_

Have you consulted with the Department of Police Services about your security plan for the Event? \_\_\_\_\_

*For Police Chief, Operations Commander, or designee:*

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

\_\_\_\_\_ date \_\_\_\_\_

\_\_\_\_\_  
*Printed name/title*

POLICE COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol "one day" licenses are available only to nonprofit organizations.)

\_\_\_\_\_

What types of food and non-alcoholic beverages do you plan to serve at the Event? \_\_\_\_\_

\_\_\_\_\_

Who will be responsible for serving alcoholic beverages at the Event? \_\_\_\_\_

\_\_\_\_\_

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

\_\_\_\_\_

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

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Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc)) \_\_\_\_\_

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How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

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Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) \_\_\_\_\_

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**Please submit this completed form and filing fee to the Board of Selectmen  
at least 21 days before your Event. Failure to provide complete  
information may delay the processing of your application.**

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Printed title & Organization name: \_\_\_\_\_

Email: \_\_\_\_\_



## Town of Arlington, Massachusetts

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### **Approval: Draft Liquor License Suspension Decision**

#### **Summary:**

Douglas W. Heim, Town Counsel

#### **ATTACHMENTS:**

Type	Description
 Reference Material	Draft Decision Notices D. Heim

## OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
STEVEN M. BYRNE  
JOSEPH A. CURRO, JR.  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

### DECISION of the LOCAL LICENSING AUTHORITY

Licensee:	Hope Color, Inc. d/b/a Mr. Sushi Daniel Ahn, Manager
Licensed Premises:	693 Massachusetts Avenue (Mr. Sushi)
License No.:	#003000034
License Type:	Restaurant Liquor License (Sale of Alcoholic Beverages to be Consumed on the Premises)
Expiration Date:	December 31, 2015

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On March 30, 2015, after proper notice and hearing, the Town of Arlington Board of Selectmen, in its capacity as local liquor licensing authority ("LLA"), unanimously voted to order suspension of the above-referenced license for three consecutive (3) days beginning on the same day of the week that the violation was committed (a Thursday) in May of 2015, the specific date to be designated by the Licensee and reported to the Board

staff. In accordance with G.L. c. 138, § 23, the LLA hereby provides this statement of reasons for its action.

Procedural History. The Arlington Police Department (“Department”), as the duly appointed agent for the LLA, conducted alcohol compliance checks on January 22, 2015 and March 12, 2015. The Department later notified the LLA of the results of those operations, including advising the LLA of those licensees which failed the compliance check. In accordance with G.L. c. 138, § 23(4), the Board convened a hearing on March 30, 2015, at approximately 7:15 p.m. to consider the January 22, 2015 failure reports. The licensee was notified of the hearing by certified letter dated March 5, 2015, and acknowledged receipt of same.

Questions Presented.

- (1) Did a violation of the state liquor law occur on the above-referenced licensed premises on or about January 22, 2015, by the sale or delivery of alcoholic beverage(s) to one or more underage persons?
- (2) If so, what action, if any, will the LLA take concerning the above-referenced license as a result?

Evidence. The following documents were accepted and made part of the record:

(A) Arlington Police Department Incident Report # 15001756 (January 22, 2015).

The following witnesses appeared and testified:

- (1) Inspector Stephen Porciello, Arlington Police Department
- (2) Daniel Ahn, Mr. Sushi Owner and Manager
- (3) Eun Hwa Ahn, Mr. Sushi Owner and Manager
- (4) Gina Choi, Mr. Sushi Employee

Findings of Fact. On the basis of the evidence presented at the March 30 hearing, described above, the LLA made the following findings of fact:

1. On January 22, 2015, the Arlington Police Department, through Inspectors Stephen Porciello and Brian Fennelly, conducted alcohol compliance checks of fifteen of the Town's restaurants licensed to sell alcoholic beverages for consumption on the premises under G.L. c. 138, § 12 (subsequent further compliance checks of other license holders on or about March 12, 2015. *Porciello Testimony; Incident Report.*

2. The compliance check was conducted in similar fashion to previous checks conducted in Arlington and in accordance with the Compliance Check Guidelines of the Alcoholic Beverages Control Commission. *Porciello Testimony.*

3. As part of this compliance check, two underaged operatives were sent into each establishment with no identification. The operatives attempted to purchase alcoholic beverages in each establishment. At the Licensed Premises on January 22, 2015, the two operatives ordered, and were each served bottles of Bud Light beer by a tall Asian male server in his mid 20s with shaggy, dark hair and glasses. He was not wearing a name tag. The operatives paid for the beers and received change along with a receipt. The operatives did not consume the beverages but left the restaurant. *Porciello Testimony; Incident Report.*

4. The Licensed Premises has been in operation in the Town of Arlington for since 2001 and this is the first alcohol or liquor violation that has been documented. The Licensee did not dispute Inspector Porciello's rendition of the facts or the Incident Report, and its representatives were surprised by the failure to pass a compliance check. The Licensee relayed how the violation had occurred following their internal review, noting that the offending server was a new trainee, not authorized to serve alcohol, but eager to help his mentor, a more senior staff member who would not have served the

operatives. The establishment has alcohol policies and rules, which they did not provide to the LLA, but asserted that all servers had been gathered together to discuss alcohol service rules prior to the hearing, emphasizing that they must check their IDs no matter what the circumstances may present. The Licensee also verified that they are TIPS certified. *Porciello Testimony; Incident Report; Daniel Ahn Testimony; Eun Hwa Ahn Testimony, Gina Choi Testimony.*

Conclusion. On the basis of the findings of fact recited above, the LLA made the following conclusions on the Questions Presented:

- (1) Did a violation of the state liquor law occur on the above-referenced licensed premises on or about January 22, 2015, by the sale or delivery of alcoholic beverage(s) to one or more underage persons?

**Yes.**

- (2) If so, what action, if any, will the LLA take concerning the above-referenced license as a result?

**3-day license suspension for consecutive days to commence on a Thursday as selected by the Licensee on or after Thursday May 7, 2015.**

Discussion. Sections 12 and 34 of Chapter 138 of the General Laws prohibit sale or delivery of alcoholic beverages to any person under 21 years of age. G.L. c. 138, §§ 12, 34. On January 22, 2015, two underaged persons were sold alcoholic beverages by the Licensee's staff on the Licensed Premises. This sale was in violation of Chapter 138, as well as the regulations of the Alcoholic Beverages Control Commission at 204 C.M.R. 2.05(2).

The LLA has adopted a policy governing the sale of alcoholic beverages by restaurants. See Alcohol Licenses and Regulations, at Policies, Rules, and Regulations of Alcohol Licenses for Restaurants (revised January 12, 2015) ("Policy"). The Policy

provides that a first offense of serving alcohol to an underaged person will presumptively lead to a license suspension of three to five days to commence on the same day of the week as the violation. See Policy at p. 8. Among the factors to be considered in fixing the penalty are the quality of the evidence of the violation, the licensee's procedures for avoiding underage sales, efforts made to check identification, nature and circumstances of the violation, and history of violations by the licensee. Id.

Here, the evidence is uncontroverted that the violation occurred and there was no effort made to check identification of the underaged operatives. Because it was undisputed that the violation occurred, the LLA has no choice but to impose a suspension. Additionally, the LLA expressed some concern about the sufficiency of the Licensee's response to the violation and training methods. While the LLA is somewhat assured by Licensee's TIPS certification and representation that their compliance efforts have been redoubled, it noted that more concrete criteria for determining when employees are ready to work the floor could be helpful in avoiding future violations, particularly given the lack of written materials supporting the Licensee's representations. Nonetheless, the LLA has little reason to doubt the sincerity of the Licensee's representations or expression of regret, and in light of the dearth of any previous violations, the LLA chooses to implement the minimum three-day suspension called for in its guidelines for a first offense. The LLA will also allow the Licensee to determine when the suspension shall begin so long as it is served on three consecutive days beginning on the day of the week when the violation was committed (a Thursday in this instance), but strongly urges the Licensee to examine whether more structured criteria for new employees would be helpful in ensuring alcohol regulation compliance.



Order. For the reasons stated herein, the above-referenced license is SUSPENDED for three days beginning on or after May 7, 2015, said days to be consecutive and beginning on a Thursday, but otherwise selected by the Licensee and reported to the Office of the Board of Selectmen in advance. This order does not affect the Licensee's Common Victualler permit, so the Licensee may remain open for serving food and non-alcoholic beverages on those days, as long as no alcoholic beverages are exposed for sale.

Dated: April 13, 2015

By:

TOWN OF ARLINGTON  
BOARD OF SELECTMEN

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Kevin F. Greeley, Chair

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Diane M. Mahon, Vice-Chair

---

Daniel J. Dunn

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Joseph A. Curro, Jr.

---

Steven M. Byrne

## OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
STEVEN M. BYRNE  
JOSEPH A. CURRO, JR.  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

### DECISION of the LOCAL LICENSING AUTHORITY

Licensee: Paramveer Corp. d/b/a Punjab Fine Indian Cuisine,  
(Jaspal S.Pabla, Manager)

Licensed Premises: 485-87 Massachusetts Avenue  
(Punjab Fine Indian Cuisine)

License No.: #003000045

License Type: Restaurant Liquor License (Sale of Alcoholic Beverages to  
be Consumed on the Premises)

Expiration Date: December 31, 2015

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On March 30, 2015, after proper notice and hearing, the Town of Arlington Board of Selectmen, in its capacity as local liquor licensing authority ("LLA"), unanimously voted to order suspension of the above-referenced license for three (3) days beginning on

the same day of the week that the violation was committed (a Thursday) in May of 2015, the specific date to be designated by the Licensee and reported to the Board staff. In accordance with G.L. c. 138, § 23, the LLA hereby provides this statement of reasons for its action.

Procedural History. The Arlington Police Department (“Department”), as the duly appointed agent for the LLA, conducted alcohol compliance checks on January 22, 2015 and March 12, 2015. The Department later notified the LLA of the results of that operation, including advising the LLA of those licensees which failed the compliance check. In accordance with G.L. c. 138, § 23(4), the Board convened a hearing on March 30, 2015, at approximately 7:15 p.m. to consider the January 22, 2015 failure reports. The licensee was notified of the hearing by certified letter dated March 5, 2015, and acknowledged receipt of same.

Questions Presented.

- (1) Did a violation of the state liquor law occur on the above-referenced licensed premises on or about January 22, 2015, by the sale or delivery of alcoholic beverage(s) to one or more underage persons?
- (2) If so, what action, if any, will the LLA take concerning the above-referenced license as a result?

Evidence. The following documents were accepted and made part of the record: (A) Arlington Police Department Incident Report # 15001756 (January 22, 2015); (B) Written Policy and Training Materials Packet submitted by Licensee, consisting of: (1) Punjab’s new Alcohol Service Policy; (2) “Seven Step Guide Proper ID/Valid Compliance; (3) Notice of Disciplinary Action for a Punjab employee; (4) a copy of the Department of Justice’s “Law Enforcement Guide to False Identification and Illegal ID Use;” and (5) and Punjab’s former Alcohol Service Policy.

The following witnesses appeared and testified:

- (1) Inspector Stephen Porciello, Arlington Police Department
- (2) John Leone, Esq., Counsel for Paramveer Corp. (a/k/a Punjab)
- (3) Jaspal S. Pabla, Punjab Owner and Manager
- (4) Gurinder Pabla, Punjab Owner and Staff Member

Findings of Fact. On the basis of the evidence presented at the March 30 hearing, described above, the LLA made the following findings of fact:

1. On January 22, 2015, the Arlington Police Department, through Inspectors Stephen Porciello and Brian Fennelly, conducted alcohol compliance checks of fifteen of the Town's restaurants licensed to sell alcoholic beverages for consumption on the premises under G.L. c. 138, § 12 (subsequent further compliance checks of other license holders on or about March 12, 2015 *Porciello Testimony; Incident Report*).

2. The compliance check was conducted in similar fashion to previous checks conducted in Arlington and in accordance with the Compliance Check Guidelines of the Alcoholic Beverages Control Commission. *Porciello Testimony*.

3. As part of this compliance check, two underaged operatives were sent into each establishment with no identification. The operatives attempted to purchase alcoholic beverages in each establishment. At the Licensed Premises on January 22, 2015, the two operatives ordered, and were each served bottles of Bud Light beer by an Indian female server in her early 20s with medium length, dark hair. She was not wearing a name tag. The operatives paid for the drinks and received change along with a receipt. The operatives did not consume the beverages but left the restaurant. *Porciello Testimony; Incident Report*.

4. The Licensed Premises has been in operation in the Town of Arlington for 16 years and this is the first liquor violation that has been documented. The Licensee did not dispute Inspector Porciello's rendition of the facts or the Incident Report, and its representatives noted their regret for the violation and commitment to preventing any future violations. They noted that the offending server had been TIPS trained prior to the violation as are other management and staff persons. The Licensee provided the LLA with a new written policies and training materials, which improve upon their previous written policy and training processes. Specifically, they noted that all staff have already received training on their new policy, including the requirement that IDs be checked for anyone who looks under the age of 35 and orders an alcoholic beverage. The server who made this illegal sale was disciplined with a final written warning and a one-week suspension. *Porciello Testimony; Incident Report; Leone Testimony; Jaspal Pabla Testimony; Gurinder Pabla Testimony; Written Policy and Training Materials Packet.*

5. As previously noted, in advance of the hearing all Punjab employees allowed to serve alcoholic beverages in the Arlington restaurant were required to review and sign the new alcohol service policy and training materials. This revised policy includes requiring ID for any persons who appear to be under the age of 35. *Leone Testimony.*

Conclusion. On the basis of the findings of fact recited above, the LLA made the following conclusions on the Questions Presented:

- (1) Did a violation of the state liquor law occur on the above-referenced licensed premises on or about January 22, 2015, by the sale or delivery of alcoholic beverage(s) to one or more underage persons?

**Yes.**

- (2) If so, what action, if any, will the LLA take concerning the above-referenced license as a result?

**3-day license suspension for consecutive days to commence on a Thursday as selected by the Licensee on or after Thursday May 7, 2015.**

Discussion. Sections 12 and 34 of Chapter 138 of the General Laws prohibit sale or delivery of alcoholic beverages to any person under 21 years of age. G.L. c. 138, §§ 12, 34. On January 22, 2015, two underaged persons were sold alcoholic beverages by the Licensee's staff on the Licensed Premises. This sale was in violation of Chapter 138, as well as the regulations of the Alcoholic Beverages Control Commission at 204 C.M.R. 2.05(2).

The LLA has adopted a policy governing the sale of alcoholic beverages by restaurants. See Alcohol Licenses and Regulations, at Policies, Rules, and Regulations of Alcohol Licenses for Restaurants (revised January 12, 2015) ("Policy"). The Policy provides that a first offense of serving alcohol to an underaged person will presumptively lead to a license suspension of three to five days to commence on the same day of the week as the violation. See Policy at p. 8. Among the factors to be considered in fixing the penalty are the quality of the evidence of the violation, the licensee's procedures for avoiding underage sales, efforts made to check identification, nature and circumstances of the violation, and history of violations by the licensee. Id.

Here, the evidence is uncontroverted that the violation occurred and there was no effort made to check identification of the underaged operatives. Because it was undisputed that the violation occurred, the LLA has no choice but to impose a suspension. With that said, the LLA was very satisfied with the scope and depth of the Licensee's response, both in formulating and adopting new, more thorough alcohol

service policies and training procedures, and in taking disciplinary action to reinforce the seriousness of violations. Given the response and in light of Punjab's otherwise unblemished record of compliance, the LLA chooses to implement the minimum three-day suspension called for in its guidelines for a first offense and will allow the Licensee to determine when the suspension shall begin so long as it is served on three consecutive days beginning on the day of the week when the violation was committed (a Thursday in this instance).

Order. For the reasons stated herein, the above-referenced license is SUSPENDED for three days beginning on or after May 7, 2015, said days to be consecutive and beginning on a Thursday, but otherwise selected by the Licensee and reported to the Office of the Board of Selectmen in advance. This order does not affect the Licensee's Common Victualler permit, so the Licensee may remain open for serving food and non-alcoholic beverages on those days, as long as no alcoholic beverages are exposed for sale.

Dated: April 13, 2015

By:

TOWN OF ARLINGTON  
BOARD OF SELECTMEN

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Kevin F. Greeley, Chair

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Diane M. Mahon, Vice-Chair

---

Daniel J. Dunn

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Joseph A. Curro, Jr.

---

Steven M. Byrne



## OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
STEVEN M. BYRNE  
JOSEPH A. CURRO, JR.  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

### DECISION of the LOCAL LICENSING AUTHORITY

Licensee:	Y Plus Y, Inc. d/b/a Fusion Taste (Jason Zhen Ye, Manager)
Licensed Premises:	303A-305 Broadway (Fusion Taste)
License No.:	#003000030
License Type:	Restaurant Liquor License (Sale of Alcoholic Beverages to be Consumed on the Premises - Wine and Malt Beverages Only)
Expiration Date:	December 31, 2015

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On March 30, 2015, after proper notice and hearing, the Town of Arlington Board of Selectmen, in its capacity as local liquor licensing authority (“LLA”), unanimously voted to order suspension of the above-referenced license for three (3) days beginning on

the same day of the week that the violation was committed (a Thursday) in May of 2015, the specific date to be designated by the Licensee and reported to the Board staff. In accordance with G.L. c. 138, § 23, the LLA hereby provides this statement of reasons for its action.

Procedural History. The Arlington Police Department (“Department”), as the duly appointed agent for the LLA, conducted alcohol compliance checks on January 22, 2015 and March 12, 2015. The Department later notified the LLA of the results of that operation, including advising the LLA of those licensees which failed the compliance check. In accordance with G.L. c. 138, § 23(4), the Board convened a hearing on March 30, 2015, at approximately 7:15 p.m. to consider the January 22, 2015 failure reports. The licensee was notified of the hearing by certified letter dated March 5, 2015, and acknowledged receipt of same.

Questions Presented.

- (1) Did a violation of the state liquor law occur on the above-referenced licensed premises on or about January 22, 2015, by the sale or delivery of alcoholic beverage(s) to one or more underage persons?
- (2) If so, what action, if any, will the LLA take concerning the above-referenced license as a result?

Evidence. The following documents were accepted and made part of the record: (A) Arlington Police Department Incident Report # 15001756 (January 22, 2015); (B) Written Policy and Training Materials Packet submitted by Licensee, consisting of: (1) Fusion Taste’s new Alcohol Service Policy; (2) “Seven Step Guide Proper ID/Valid Compliance; (3) Notice of Disciplinary Action for a Fusion Taste employee; (4) a copy of the Department of Justice’s “Law Enforcement Guide to False Identification and Illegal ID Use;” (5) TIPS Certification Materials; and (5) new Alcohol Service Signage.

The following witnesses appeared and testified:

- (1) Inspector Stephen Porciello, Arlington Police Department
- (2) John Leone, Esq., Counsel for Y Plus Y, Inc. (a/k/a Fusion Taste)
- (3) Jason Zhen Ye, Fusion Taste Owner and Manager
- (4) Kevin Ye, Fusion Taste Director

Findings of Fact. On the basis of the evidence presented at the March 30 hearing, described above, the LLA made the following findings of fact:

1. On January 22, 2015, the Arlington Police Department, through Inspectors Stephen Porciello and Brian Fennelly, conducted alcohol compliance checks of fifteen of the Town's restaurants licensed to sell alcoholic beverages for consumption on the premises under G.L. c. 138, § 12 (subsequent further compliance checks of other license holders on or about March 12, 2015. *Porciello Testimony; Incident Report.*

2. The compliance check was conducted in similar fashion to previous checks conducted in Arlington and in accordance with the Compliance Check Guidelines of the Alcoholic Beverages Control Commission. *Porciello Testimony.*

3. As part of this compliance check, two underaged operatives were sent into each establishment with no identification. The operatives attempted to purchase alcoholic beverages in each establishment. At the Licensed Premises on January 22, 2015, the two operatives ordered, and were each served bottles of Bud Light beer by an Asian female server in her 50s with long, dark hair. She was not wearing a name tag. The operatives paid for the drinks and received change, but were not provided with a receipt. The operatives did not consume the beverages but left the restaurant. *Porciello Testimony; Incident Report.*

4. The Licensed Premises has been in operation with alcohol licenses in the Town of Arlington for approximately 16 years and this is the first alcohol or liquor violation that has been documented. The Licensee did not dispute Inspector Porciello's rendition of the facts or the Incident Report, and its representatives expressed regret regarding the violations, even as they noted that they are not sure what went wrong. The Licensee therefore committed itself to enhancing its alcohol service policies and training, having already reviewed their new policies with all alcohol-serving staff in advance of the hearing. The Licensee provided the LLA with the new written policies and training materials, as well as evidence of their TIPS certification and new signage to discourage underage service placed around the establishment. The server who made this illegal sale was disciplined with a one-week suspension and a final written warning. *Porciello Testimony; Incident Report; Leone Testimony; Jason Zhen Ye Testimony; Kevin Ye Testimony; Written Policy and Training Materials Packet.*

5. As previously noted, in advance of the hearing all Fusion Taste employees allowed to serve alcoholic beverages in the Arlington restaurant were required to review and sign the new alcohol service policy and training materials. *Leone Testimony.*

Conclusion. On the basis of the findings of fact recited above, the LLA made the following conclusions on the Questions Presented:

- (1) Did a violation of the state liquor law occur on the above-referenced licensed premises on or about January 22, 2015, by the sale or delivery of alcoholic beverage(s) to one or more underage persons?

**Yes.**

- (2) If so, what action, if any, will the LLA take concerning the above-referenced license as a result?

**3-day license suspension for consecutive days to commence on a Thursday as selected by the Licensee on or after Thursday May 7, 2015.**

Discussion. Sections 12 and 34 of Chapter 138 of the General Laws prohibit sale or delivery of alcoholic beverages to any person under 21 years of age. G.L. c. 138, §§ 12, 34. On January 22, 2015, two underaged persons were sold alcoholic beverages by the Licensee's staff on the Licensed Premises. This sale was in violation of Chapter 138, as well as the regulations of the Alcoholic Beverages Control Commission at 204 C.M.R. 2.05(2).

The LLA has adopted a policy governing the sale of alcoholic beverages by restaurants. See Alcohol Licenses and Regulations, at Policies, Rules, and Regulations of Alcohol Licenses for Restaurants (revised January 12, 2015) ("Policy"). The Policy provides that a first offense of serving alcohol to an underaged person will presumptively lead to a license suspension of three to five days to commence on the same day of the week as the violation. See Policy at p. 8. Among the factors to be considered in fixing the penalty are the quality of the evidence of the violation, the licensee's procedures for avoiding underage sales, efforts made to check identification, nature and circumstances of the violation, and history of violations by the licensee. Id.

Here, the evidence is uncontroverted that the violation occurred and there was no effort made to check identification of the underaged operatives. Because it was undisputed that the violation occurred, the LLA has no choice but to impose a suspension. With that said, the LLA was very satisfied with the scope and depth of the Licensee's response, both in formulating and adopting new, more thorough alcohol service policies and training, and in taking disciplinary action to reinforce the seriousness

of violations. Given the response, as well as the fact that this is the Licensee's first recorded violation in its lengthy tenure in Arlington, the LLA chooses to implement the minimum three-day suspension called for in its guidelines for a first offense and will allow the Licensee to determine when the suspension shall begin so long as it is served on three consecutive days beginning on the day of the week when the violation was committed (a Thursday in this instance).

Order. For the reasons stated herein, the above-referenced license is SUSPENDED for three days beginning on or after May 7, 2015, said days to be consecutive and beginning on a Thursday, but otherwise selected by the Licensee and reported to the Office of the Board of Selectmen in advance. This order does not affect the Licensee's Common Victualler permit, so the Licensee may remain open for serving food and non-alcoholic beverages on those days, as long as no alcoholic beverages are exposed for sale.

Dated: April 13, 2015

By:

TOWN OF ARLINGTON  
BOARD OF SELECTMEN

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Kevin F. Greeley, Chair

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Diane M. Mahon, Vice-Chair

---

Daniel J. Dunn

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Joseph A. Curro, Jr.

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Steven M. Byrne



## **Town of Arlington, Massachusetts**

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**CITIZENS OPEN FORUM**





## **Town of Arlington, Massachusetts**

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### **Request to Co-Sponsor 'Taste of Arlington 2015'**

#### **Summary:**

Jennifer Tripp, Chamber of Commerce

#### **ATTACHMENTS:**

Type	Description
 Reference Material	Request from Chamber of Commerce



March 17, 2015

Board of Selectmen  
Town of Arlington  
730 Massachusetts Ave.  
Arlington, MA 02476

Dear Selectmen,

The Events Committee of the Arlington Chamber of Commerce would like to invite the town of Arlington to become a co-sponsor of our biannual event "Taste of Arlington - 2015." The event is scheduled for Tuesday evening, October 20<sup>th</sup> from 5:30pm to 8:00pm at the Town Hall.

The purpose of this event is to introduce and promote local restaurants, caterers and bakeries to the residents and work force of Arlington. Each establishment will have an opportunity to provide a taste size sample of their choice to attendees at this event. They are also free to showcase their business with small props and have publicity material available to interested attendees so that they may learn more about their cuisine.

The town of Arlington would not need to do any work on this event. The Chamber will take care of all of the details as it is our primary source of fund raising. Admission tickets will be sold for the event and there will be a cash beverage bar and complimentary water available.

We hope that the town will once again partner with the Chamber and make this pro-Arlington business event a success.

Sincerely,

Events Committee / Arlington Chamber of Commerce



## Town of Arlington, Massachusetts

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### Letter to Mugar's Legal Counsel RE: Meeting Request

#### Summary:

Adam W. Chapdelaine, Town Manager

#### ATTACHMENTS:

Type	Description
 Correspondence	Letter

## OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
DANIEL J. DUNN  
STEVEN M. BYRNE  
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

### TOWN OF ARLINGTON MASSACHUSETTS 02476-4908

April 13, 2015

*The Letter will be addressed to the Mugar's Attorneys.  
We are working to identify the proper firm.*

Dear Counsel,

I write to you today on behalf of the Arlington Board of Selectmen as it has recently learned of your client's interest in disposing of the collection of parcels in East Arlington, generally referred to as the Mugar property, to Oaktree Development for their pursuit of a 40B housing proposal. News of this proposed land transaction and development has been very troubling to the Board of Selectmen and we are writing to implore you to facilitate a discussion between the Town and your clients regarding their property.

As you may be aware, the Town of Arlington has recently completed the preparation of a long-range master plan that recommends acquiring the property for conservation purposes. Furthermore, the Massachusetts Executive Office of Energy and Environmental Affairs 2003 Alewife Master Plan also recommends acquisition of the property as a high priority. A 2000 plan of state-wide land acquisition priorities listed this land as the third highest acquisition priority state-wide.

Additionally, as your client may recall, this Board has serious concerns regarding the myriad impacts that any development would have on the abutting neighborhood in Arlington and the community as a whole. The Board of Selectmen believes Arlington has long been supportive of affordable housing initiatives in Town and has a track record of Community Development Block Grant funding dedicated to these initiatives as proof of this support. However, the Town's past commitments to preserving the Mugar property, coupled with the impacts of the proposed project, make this type of proposed development a bad fit for Arlington.

I sincerely hope that you will give this correspondence due consideration and take the necessary steps to open a dialogue between your client and the Town. If you do choose to pursue this course, please contact Arlington's Town Counsel, Douglas Heim, at 781-316-3151.

Sincerely,

Kevin F. Greeley  
Chair, Arlington Board of Selectmen



## **Town of Arlington, Massachusetts**

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### **Comptroller Recruitment Process/Interim Staffing Strategy**

#### **Summary:**

Adam W. Chapdelaine, Town Manager

#### **ATTACHMENTS:**

Type	Description
 Reference Material	Memorandum to Board



**Town of Arlington  
Office of the Town Manager**

**Adam W. Chapdelaine**  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
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Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

**To:** Members of the Board of Selectmen

**From:** Adam Chapdelaine, Town Manager

**RE:** Proposed Comptroller Recruitment Process & Interim Strategy

**Date:** April 9, 2015

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As the Board is aware, Ruth Lewis, Comptroller, plans to retire effective May 30, 2015. As I am sure you are aware, Ruth has been an invaluable part of the financial team here in Arlington, and she leaves big shoes to fill. Ruth has served as Town Comptroller for the past 13 years, has worked for the Town of Arlington for 25 years, and has worked a total of 36 years in municipal government. Ruth has been an incredible public servant, and has always, in all matters, had the best interest of taxpayers as her primary motivator.

In order to begin the process of recruiting a replacement for Ruth, I am requesting authorization of the Board on several items contained within this agenda item. They are as follows:

- 1) Approval of the proposed recruitment and screening process (attached) as provided by Human Resources Director, Caryn Malloy.
- 2) Approval of the updated job description also attached to this agenda item. This updated job description has been reviewed by the Town Manager, Deputy Town Manager, the Human Resources Director, and the Comptroller.
- 3) Authorization to work with the Comptroller to identify options for interim accounting services to assist the Town with year-end close out and audit preparation. Once a satisfactory option has been screened and vetted, I will plan to return to the Board for approval.



# TOWN OF ARLINGTON

## HUMAN RESOURCES DEPARTMENT

730 MASSACHUSETTS AVENUE, ARLINGTON, MA 02476  
PHONE (781) 316-3120 FAX: (781) 316-3129

CARYN COVE MALLOY  
DIRECTOR OF HUMAN RESOURCES

### MEMORANDUM

TO: Kevin F. Greeley, Board of Selectmen Chairman  
Adam Chapdelaine, Town Manager

FROM: Caryn Malloy, Human Resource Director

RE: Proposed Comptroller Recruitment and Hiring Process

DATE: April 8, 2015

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For your consideration I have outlined a process with the goal of supporting the Board of Selectmen in the recruitment and hiring of a highly skilled accounting professional to serve as the Town's next Comptroller.

1. Advertising – As soon as the Board of Selectmen authorizes a process, I recommend that we advertise on the following websites: Boston.com (Monster), Massachusetts Municipal Association, Massachusetts Government Finance Officers Association, and Massachusetts Municipal Accountants and Auditors Association. I recommend that we leave the position open for approximately four weeks. An updated position description is attached to this memo for the Board's review. The updates made to the position description reflect: 1. The DOR's recommendation that the Comptroller work closely with the Town Manager and Deputy Town Manager 2. The required expertise in Munis Software (incorporation of which eliminates the need for a stipend) 3. The contemplated transition to voice over IP software in telecommunications services 4. The requirement to attend meetings outside of normal business hours.
2. Selection Panel – I recommend a panel lead by Chairman Greeley or his Selectman designee, Town Manager Adam Chapdelaine, Treasurer Stephen Gilligan, and School Finance Officer Diane Johnson. I would also serve on the committee in my capacity as Human Resource Director. This panel would be convened shortly after the deadline for applications to meet and select candidates for interview.
3. Process – I envision two rounds of interview with the panel. The first round would be a shorter interview with the panel followed by an assessment exercise developed under Deputy Town Manager Andrew Flanagan's financial expertise. Once the field has been narrowed, the second round would consist of an additional panel interview with two assessment exercises of greater complexity to further evaluate skills essential for the

successful candidate. If the Chair or Selectman designee is satisfied after these two rounds that there is a clear and excellent choice to recommend to the full Board, I would then check that person's references and confirm that they are comfortable with being interviewed before the full Board in open session.

4. Appointment - If the Board is in support of confirming of the candidate presented to them, they could entertain a motion to have the Chairman enter into discussions with the candidate on the terms of employment and start date.
5. Summary – If all goes smoothly this process would result in the Board being presented with a candidate by mid-June with a targeted start date in July.

I look forward to working with you in this very important hiring process. Please do not hesitate to contact me should you have any questions.



## COMPTROLLER

### Definition

The Comptroller has responsible fiscal and general management responsibilities developing and maintaining financial records and controlling cash flow of all town funds, preparing and reviewing budgetary materials, exercising budget control and serving as the municipal expert in the MUNIS accounting system ~~designing and implementing telephone systems for town and school departments~~; all other related work, as required.

### Supervision

Works in close cooperation with the Town Manager and Deputy Town Manager under the administrative direction of the Board of Selectmen, in accordance with applicable Massachusetts General Laws, town bylaws and established standards.

Performs a variety of complex and highly responsible duties requiring extensive judgment and initiative in planning, organizing, and directing the town's finances, as well as ensuring that all municipal transactions conform to law and sound municipal accounting practice.

### Supervisory Responsibilities

Directly supervises up to four full-time employees, in addition to indirect supervision of full-time ~~staff~~and; part-time ~~and seasonal~~ employees.

### Work Environment

Work is performed under typical office conditions; work environment is quiet. The workload is subject to seasonal fluctuations, as well as unplanned events. The employee is required to respond to equipment-related emergencies. The employee is frequently required to attend evening meetings and meetings outside of normal business hours.

The employee operates standard office equipment and computers.

The employee has contact with town employees, town meeting members, committee members and vendors and minimal contact with the general public. Contact is by primarily telephone or e-mail.

The employee has access to department-related confidential information, including personnel files, bid documents, law suits, criminal investigations and collective bargaining negotiations.

Errors could result in delay or loss of service, monetary loss, and legal repercussions.

### Essential Duties and Responsibilities

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical*

~~As amended 7/1/07~~As amended April 2015

Arlington, Massachusetts  
Comptroller

*assignment to the position.*

Manages the daily operation of the Comptroller's office, including supervision of professional and administrative staff; disciplines and evaluates the performance of staff; provides training to staff to ensure maximum efficiency.

Reviews and approves bills, drafts, purchase orders and payroll to ensure proper calculations, correct appropriation charges in accordance with town meeting votes, and ensure against fraudulent, unlawful or excessive payments; verifies and draws warrants upon town treasury for payment.

Oversees and maintains a complete set of records of account appropriations, expenditures, revenues, assessments and abatements according to statutes, bylaws and regulations; maintains storage of documents in accordance with record retention laws; examines and retains custody of all town contractual agreements; maintains a register of surety bonds of indemnity turned over to the town and maintains debt management records; maintains current knowledge of all related laws and regulations.

Prepares and distributes recurrent or special reports to comply with administrative orders, federal and state grants, and similar requirements.

Coordinates the annual municipal audit.

Provides guidance to all town departments and agencies on operation procedures in financial management; briefs responsible officials on proper submittal of bills and invoices; provides town officials with periodic balances in appropriation and other accounts. Works closely with financial leadership of the Town in the Tax Recapitulation process including preparation of all appropriation and fund balance information.

Develops budget classification systems and provides assistance to department heads and other agencies in preparing annual budget requests and salary projections; provides assistance on proper budgetary controls, including furnishing current data.

In cooperation with other Town Departments ~~M~~manages all town/school telecommunications equipment to ensure reliable and up-to-date service. Works cooperatively with the Chief Information Officer in the investigation, development and transition to new telecommunications technologies.

Serves as an ex-officio member of the ~~as Chair of the~~ Contributory Retirement System Board ~~and administers the office.~~

Serves on the Capital Planning Committee and other committees as required.

Performs other similar or related duties, as required or as situation dictates.

~~As amended 7/1/07~~ As amended April 2015

Arlington, Massachusetts  
Comptroller

## Recommended Minimum Qualifications

### Education and Experience

Bachelor's Degree in finance, accounting or a related field; five years of experience in municipal or governmental accounting and law, including supervisory experience; or an equivalent combination of education and experience. Ability to obtain and maintain status as a Certified Governmental Accountant.

### Knowledge, Ability and Skill

Thorough knowledge of municipal accounting principles and practices and budgetary functions; thorough knowledge of the organization and operation of town departments and of legal controls over municipal finance in the Commonwealth.

Ability to analyze and interpret financial data and to present findings clearly in written and oral form. Ability to prepare and manage budgets. Ability to establish and maintain cooperative relationships with subordinates, town officials and governmental representatives. Ability to work independently and exercise judgment.

Skill and accuracy in working with numbers and detail. Diagnostic and problem-solving skills. Excellent computer skills including, MUNIS, word processing, and spreadsheet applications; exceptional knowledge and expertise in municipal accounting systems including the ability to produce specific and generalized reports.—Excellent organizational skills.

### Physical Requirements

Minimal physical effort is required to perform duties under typical office conditions; the employee may be required to move files and computer equipment. The employee is frequently required to sit, speak and hear and use hands to operate equipment. Vision requirements include the ability to read routine and complex documents and use a computer.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*



## Town of Arlington, Massachusetts

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### ICMA-RC Travel Disclosure Notice - Town Manager

#### Summary:

Adam W. Chapdelaine, Town Manager

#### ATTACHMENTS:

Type	Description
 Document for Approval	Disclosure Notice

**DISCLOSURE BY NON-ELECTED PUBLIC EMPLOYEE  
OF TRAVEL EXPENSES SERVING A LEGITIMATE PUBLIC PURPOSE  
AS REQUIRED BY 930 CMR 5.08(2)(d)1.**

	<b>NON-ELECTED PUBLIC EMPLOYEE INFORMATION</b>
Name of <b>non-elected</b> public employee:	Adam W. Chapdelaine
Title/ Position	Town Manager
Agency/ Department	Town Manager's Office
Agency address:	730 Massachusetts Avenue Arlington, MA 02476
Office phone:	781-316-3010
Office e-mail:	achapdelaine@town.arlington.ma.us
<b>Write an X to confirm each statement.</b>	<p>I am filing this disclosure because:</p> <p>X I am going to engage in an activity that serves a legitimate public purpose, i.e., it is intended to promote the interests of the Commonwealth, a county or a municipality; and</p> <p>X A non-public entity (but not a lobbyist) has offered to reimburse, waive or pay travel expenses and costs worth more than \$50.</p>
	<b>ACTIVITY THAT SERVES A LEGITIMATE PUBLIC PURPOSE</b>
Describe the activity which is the reason for traveling.	ICMA-RC, the Town's provider of deferred compensation plans for Town employees, has asked that I serve on their Client Advisory Board. This Board meets twice a year, once in Washington, D.C., and once at the annual ICMA conference. The travel disclosed on this form relates to my attendance at the meeting in Washington, D.C. in April/May 2015. At this meeting, I will be able to provide feedback and criticism regarding the deferred compensation products and services that are provided to Town employees.
Describe your participation in the activity.	I will serve as a member of the Client Advisory Board, and provide feedback and criticism to ICMA-RC staff and administrators.
Date, time and location of activity.	April 30, 2015 – May 1, 2015 – Washington, D.C.
Please explain how the activity will promote the interests of the Commonwealth, a county or a municipality.	My service on this Board and attendance at this event will allow me to represent feedback and criticism on behalf of all Town employees that participate in the ICMA-RC deferred compensation plans. This participation will provide an opportunity for improved service delivery to Town employees as they plan for their retirement and future.

	<b>TRAVEL EXPENSES</b>
Identify the person or organization that offered to reimburse, waive or pay your travel expenses.	ICMA - RC
Address of person or organization.	777 North Capitol Street, NE Washington, D.C. 20002
<b>Provide information in as much detail as possible:</b>	<b><i>Itemization and explanation of amounts offered:</i></b>
Transportation:	<i>Air, train, bus, and taxi fare and rental car hire, etc.</i> Roundtrip Airfare - \$331 Estimated taxi fare - \$60
Lodging:	<i>Overnight accommodations.</i> Estimated Hotel Cost (1 night) - \$359
Meals:	<i>Breakfast, lunch, dinner, special events.</i> Estimated Meals - \$150
Admission:	<i>Registration, admission, tickets, etc.</i>
Other (please list):	<i>Refreshment, instruction, materials, entertainment, etc.</i>
Total:	\$900
<b>Write an X beside any statement that applies.</b>	<input type="checkbox"/> I have attached the relevant itinerary. <input checked="" type="checkbox"/> I have attached the relevant agenda.
Employee signature:	
Date:	4/13/2015

**Attach additional pages if necessary.**

**Complete the disclosure and submit it to your appointing authority.**

## DETERMINATION BY APPOINTING AUTHORITY

	<b>APPOINTING AUTHORITY INFORMATION</b>
Name of Appointing Authority:	Arlington Board of Selectmen
Agency and Title/Position:	Town of Arlington – Board of Selectmen
Agency address:	730 Massachusetts Avenue Arlington, MA 02476
Office phone:	781-316-3010
Employee who filed the disclosure:	Adam Chapdelaine, Town Manager
	<b>DETERMINATION</b>
<b>To give approval, check <u>both</u> statements.</b>	<p>Upon consideration of the facts disclosed by the employee above, I find that:</p> <p>X Acceptance of the reimbursement, waiver or payment of travel expenses will serve a legitimate public purpose, i.e., it will promote the interests of the Commonwealth, a county or a municipality; AND</p> <p>X Such public purpose outweighs any special non-work related benefit to the employee or the person providing the reimbursement, waiver or payment.</p>
Reason that the employee's travel or attendance will serve a legitimate public purpose:	Adam's service on this Board and attendance at this event will allow him to represent feedback and criticism on behalf of all Town employees that participate in the ICMA-RC deferred compensation plans. This participation will provide an opportunity for improved service delivery to Town employees as they plan for their retirement and future.
Appointing Authority signature:	
Date:	4/13/15

**Attach additional pages if necessary.**

**The appointing authority should maintain the disclosure as a public record and give a copy of any signed determination to the employee.**

# Agenda

Thursday, April 30, 2015

8:30 a.m.– 9:00 a.m.

Breakfast

9:00 a.m.– 9:30 a.m.

Welcome/State of ICMA-RC

9:30 a.m. – 10:30 a.m.

**Life Long Financial Education**

Discussion Leaders: Chris Matzke, Jerry Backenstoe

10:30 a.m. – 10:45 a.m.

Break

10:45 a.m. – 12:00 p.m..

**Break-out Sessions**

- Top Challenges Faced In Your Community
- Designing the Perfect Retirement Savings Solution
- Service Champions And How They Provide Great Service

Discussion Leaders: Gregory Dyson, Chris Matzke, Kris Heurich, Alex Hannah

12:00 p.m. – 1:00 p.m.

Lunch

*Fire View Restaurant*

1:00 p.m. – 2:00 p.m.

**Investments: Highlights & Input on Upcoming Projects**

Discussion Leaders: Julie Dellinger, Catherine Schupp



# Agenda

## Thursday, April 30, 2015

2:00 p.m. – 3:00 p.m.

### Enhanced Record Keeping

Discussion Leader: Karla Gill, Kris Heurich

3:00 p.m. – 3:15 p.m.

### Break

3:15 p.m. – 4:15 p.m.

### Branding, Innovation & Take Away Exercise

Discussion Leader: Alex Hannah, Margo Lewis

4:15 p.m.

### Closing

5:30 p.m.

### Dinner

# Agenda

Friday, May 1, 2015

8:30 a.m. – 9:00 a.m.

**Breakfast**

9:00 a.m. – 9:30 a.m.

**Legislative and Regulatory Discussion**

Discussion Leader: John Saeli

9:30 a.m. – 10:15 a.m.

**Center for State and Local Government Excellence**

Discussion Leader: Gregory Dyson, Beth Kellar

10:15 a.m. – 10:45 a.m.

**Wrap-Up**

Discussion Leaders: Gregory Dyson, Alex Hannah

10:45 a.m.

**Closing**



## **Town of Arlington, Massachusetts**

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### **Board of Selectmen Designee to Parking Implementation and Governance Committee**

#### **Summary:**

Steven M. Byrne, Selectman



## **Town of Arlington, Massachusetts**

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**Discussion and Adopt: Selectmen's Handbook, Licenses and Permits Summary, Parking Summary, Parking Policies and Regulations, Handbook Re-cap**

**Summary:**

Kevin F. Greeley, Chair

**ATTACHMENTS:**

Type	Description
<input type="checkbox"/> Reference Material	Handbook Licenses & Permits Summary, Parking Policy Summary, Parking Policies & Regulations, Handbook Recap

## Licenses and Permits Summary

The Board of Selectmen is the local licensing authority for the licenses and permits referenced below. A license is issued over a longer period of time, giving permission to engage in an activity that has been authorized by the state. A permit is usually granted for a short period of time for activities that fall under the umbrella of selectmen authority. Principal statutes outlining the Board's authority can be found in Chapter 140 of the Massachusetts General Laws.

The Board provides applications for each license/permit (except alcohol which is found on the ABCC website) ensuring a fair and transparent application process consistent with the public interest and private rights. Normal procedures call for selectmen to review and vote on applications at their regularly scheduled meetings. For more information refer to the manual at the end of this handbook for license and permit rules and regulations.

The Board is responsible for inspections to ensure licenses and permits are being used properly and if not violations are issued. If there is a violation of the license or permit, the Board provides the license holder with written notice explaining the violations with information on a formal hearing under which a decision for suspending or revoking the license will be determined.

### LICENSES

All Alcohol Package Store License (5)  
All Alcohol Restaurant License (15)  
Wine & Malt Beverages Only License (15)  
All Alcohol Club License ( 7)  
Special/One Day Alcohol License (varies)  
Theatre Alcohol License (1)  
Automatic Amusement License (5)  
Cable Television License (3)  
Contractor Drainlayer License (53)  
Common Victualler License (75)  
Food Vendor License-Take Out Only (26)  
Fortune Teller License (0)  
Class I Auto Dealer License (new cars) (3)  
Class II Auto Dealer License (used cars) (18)  
Class II Auctioneer License (5)  
Lodging House/Inn Holder License (5)  
Public Entertainment License (10)  
Secondhand Dealer License (2)  
Taxi Cab License (42)

### PERMITS

Awning/Sign Permit (12)  
Block Party Permit (varies)  
Café/Outside Seating Permit (8)  
Parking Exception Permit (varies)  
Street Performance/Special Event Permit (varies)

## Parking Policy Summary

The Board of Selectmen serve as the Traffic and Parking Commissioners for the Town under the General Laws, setting all policies within the discretion afforded to local governments. Broadly defined, "parking" rules and regulations are multi-tiered; including state laws, Town bylaws, and Selectmen issued regulations known as "Traffic Rules and Orders." However, the majority of parking rules and regulations of significance for day-to-day residential and business concerns are set forth in Article "V" of Traffic Rules and Orders (available on the Town website).

While the Police Department is charged with enforcing most parking rules and regulations, the Board is charged with appointing and supervising a Parking Clerk to oversee the day-to-day processing of parking tickets pursuant to G.L. c. 90 §§20A and 20A ½. Said Parking Clerk may hire or designate such staff as necessary to effectively carry out the duties of the Clerk. Tradition in Arlington is that the Town Treasurer is appointed as Parking Clerk on a term concurrent with the Treasurer position. At present, the Parking Clerk receives a \$20,000 stipend for him or herself and any necessary assistant clerk staffing. While the Treasurer maintains independence in all of his or her duties in such position, it must be noted that as Parking Clerk, he or she reports to the Board of Selectmen. Refer to the manual at the end of this handbook for Parking Policies and Regulations. General parking policies are as follows:

**Overnight Parking:** There is an On Street Overnight Parking Ban: Between the hours of 1:00 A.M. to 7:00 A.M. no vehicles shall be allowed to park on any public street in the Town for more than one (1) hour, unless such parking is for good cause as determined and authorized by the Arlington Police Department (Police Chief, or in their absence, the on-duty Senior Superior Officer/Shift Commander) and the Board of Selectmen.

**Day Time Parking:** No person shall park a vehicle for a period of time longer than two hours, unless otherwise noted, between the hours of 8:00 A.M. and 6:00 P.M. on all week days on any of the streets or parts of the streets or as may hereafter be fixed by the Board of Selectmen on any day. This restriction shall not apply on Sundays or during the hours of legal holidays during which business establishments are required by law to remain closed. The Town recognizes there are a few circumstances where a resident may need a day time parking permit.

**Municipal Public Parking Places:** All existing statutes, rules, orders, or regulations relative to the operation or use of vehicles shall apply insofar as they are applicable to Municipal Parking Places leased, owned, or in any way under the control of the Town.

**Residential Handicap Parking:** The Town may grant a designated on-street handicap parking space to a resident who can demonstrate that the granting of such a space will increase their ability to access/egress their home, given that a demonstrated and substantial hardship exists. Handicap spaces are for anyone with a handicap plate or placard - they are not reserved parking spaces.

**Private Way Parking:** Parking on private ways is controlled by abutting property owners.

TOWN OF ARLINGTON  
Massachusetts  
BOARD OF SELECTMEN

**PARKING POLICIES AND REGULATIONS**



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### **Selectmen's Duties and Responsibilities & Other Parking Personnel**

The Board of Selectmen serve as the Traffic and Parking Commissioners for the Town under the General Laws, setting all policies within the discretion afforded to local governments. Broadly defined, "parking" rules and regulations are multi-tiered; including state laws, Town bylaws, and Selectmen issued regulations known as "Traffic Rules and Orders." However, the majority of parking rules and regulations of significance for day-to-day residential and business concerns are set forth in Article "V" of Traffic Rules and Orders (available on the Town website).

While the Police Department is charged with enforcing most parking rules and regulations, the Board is charged with appointing and supervising a Parking Clerk to oversee the day-to-day processing of parking tickets pursuant to G.L. c. 90 §§20A and 20A ½. Said Parking Clerk may hire or designate such staff as necessary to effectively carry out the duties of the Clerk. At present, the Parking Clerk receives a \$20,000 stipend for him or herself and any necessary assistant clerk staffing. While the Parking Clerk maintains independence in all of his or her duties in such position, it must be noted that as Parking Clerk, he or she reports to the Board of Selectmen who are the Parking Commissioners. Tradition in Arlington is that the Town Treasurer is appointed as Parking Clerk on a term concurrent with the Treasurer position.

## **I. Overnight Parking**

There is an On Street Overnight Parking Ban: Between the hours of 1:00 A.M. to 7:00 A.M. no vehicles shall be allowed to park on any public street in the Town for more than one (1) hour, unless such parking is for good cause as determined and authorized by the Arlington Police Department (Police Chief, or in their absence, the on-duty Senior Superior Officer/Shift Commander) and/or the Board of Selectmen.

The Town recognizes there are a few circumstances where a resident may need an:

- Overnight parking waiver provided by the Police Department
- Overnight parking permit provided by the Selectmen's Office or the Treasurer's Office

### **Waivers**

An overnight On-Street Parking Waiver (Temporary/Maximum 8 per calendar year) is provided by the Police Department with no fee for the following circumstances:

1. Expecting an overnight guest
2. Disabled motor vehicle
3. For a driveway out of service: contact the Inspectional Services office at 781-316-3390 for a pod, dumpster, or other building related circumstances.

*How to Request an Overnight Parking Waiver- Police Department:*

1. Make a Request online at: [www.arlingtonma.gov](http://www.arlingtonma.gov) via the Request/Answer Center (login required).
  - Select Make a Request
  - Select "Overnight Parking Request" (login or create an account) and fill out form; or
2. Call the Overnight Parking Request Hotline at 781-316-3960

Overnight Parking Waivers requests require the following information:

- Address (your address, car must be parked in front of your house)

- Car registration # and State
- Phone number (to best reach you)
- Reason (one of three only: overnight guest, disabled vehicle, driveway maintenance)
- Date of Request (Note: Saturday at 10:00 P.M. is the latest you can request a parking waiver for Sunday 1:00 A.M. to 7:00 A.M., and so on)

If you submit your Overnight Parking Request before the deadline, your waiver will automatically be approved, unless you have previously used your 8 per calendar year waivers.

*Waivers are at the discretion of the Arlington Police Department*

These limited Overnight Parking Waivers are approved at the discretion of the Arlington Police Department and are granted as a courtesy for the above mentioned circumstances. The APD feels these guidelines will be sufficient for most residents and provides a balance between upholding the overnight parking bylaw and providing some relief to residents. This process will also eliminate abuses of this courtesy and allow police dispatch to focus on emergency calls and other higher priority tasks. If you have an extenuating circumstance not listed above, please contact the Board of Selectmen's Office at 781-316-3020.

## **Permits**

Overnight Municipal Lot Parking Permit (permanent) is provided by the Treasurer's Office for a fee for the following circumstance:

1. Need overnight parking – long term

Overnight On-Street Parking Permit (permanent or temporary) is provided by the Board of Selectmen for the following circumstances:

1. Engineering impossibilities for having a driveway
2. Medical Services
3. Driveway construction
4. Extenuating circumstances

### *How to Request an Overnight Parking Permit*

To request a Municipal Lot Permit (permanent):

- Buy permits at the Treasurer's Office with proof of Arlington residence for one of multiple municipal lot locations (see attached Parking Map). The fee is \$365.00 annually and prorated every three (3) months.

To request an On-Street Permit (permanent):

- Request in writing to the Board of Selectmen's Office. This request will be processed and the applicant will be scheduled as an agenda item within four (4) to six (6) weeks after submittal. Inspection reports will be requested from Police and Fire Departments for recommendations. The fee is \$160.00 for the initial year and renewable yearly for \$75.00.

To request an On-Street Permit (temporary):

- Request in writing to the Board of Selectmen's Office. This request will be processed by the Office with input from the Safety Officer and Parking Clerk when necessary. The fee is determined on an individual basis per circumstance.

Overnight Parking Permit requests require the following information:

- Address (your address, car must be parked in front of your house)
- Car registration # and State
- Phone number (to best reach you)
- Reason for the request
- Date of request

### **Snow Operations & Snow Emergencies**

No waivers will be granted during snow emergencies, in snow removal operations as defined by Public Works, or when other parking restrictions are in place. This will allow Public Works to conduct their snow removal operations more effectively. This applies to all residents; even those with parking permits must be off the street. You can read more about Snow Emergency Declarations on the Snow & Ice Information page on the Town's website.

Both the online Overnight Parking Waiver System and the Hotline will not be in service during these times. If you previously were granted a waiver, it will automatically be null and void and you may not necessarily be alerted of this fact. To be alerted of snow emergencies via email, you can subscribe to "Town of Arlington Notifications" at [Arlingtonma.gov/subscriber](http://Arlingtonma.gov/subscriber).

### **General Parking Rules**

Residents are reminded that regardless of the weather conditions, cars are not to obstruct roadways in accordance to Traffic Rules and Orders, Article V Parking, Section 1 (e), which prohibits the parking of a vehicle "upon any roadway where the parking of a vehicle will not leave a clear and unobstructed lane at least ten (10) feet wide for passing traffic." Not all streets can accommodate parking within this rule when snow accumulates. Parked cars violating this rule will be subject to ticketing and towing. Please be cognizant of where you park your car at all times.

### **Appeal a Parking Ticket**

If you have received a parking ticket and want to appeal it, you can find more information on our website.

### **Report Habitual Overnight Parking**

To report habitual overnight parking complaints, please email information about the car, the address it is parked at, and how many nights to:  
[parkingcomplaints@town.arlington.ma.us](mailto:parkingcomplaints@town.arlington.ma.us).

## **II. Day Time Parking**

No person shall park a vehicle for a period of time longer than two hours, unless otherwise noted, between the hours of 8:00 A.M. and 6:00 P.M. on all week days on any of the streets or parts of the streets herein designated by this Section or as may hereafter be fixed by the Board of Selectmen on any day. This restriction shall not apply on Sundays or during the hours of legal holidays during which business establishments are required by law to remain closed. The Town recognizes there are a few circumstances where a resident may need a day time parking permit.

(a) Municipal Lot Day Time Parking Permit:

Buy permits at the Treasurer's Office with proof of Arlington residence or Arlington employment for one of the municipal lot locations (see attached Parking Map). The fee is \$50.00 monthly.

(b) On Street Day Time Parking Permit (temporary):

Request in writing to the Board of Selectmen's Office. This request will be processed by the Office with input from the Safety Officer and Parking Clerk when necessary. The fee is determined on an individual basis per circumstance.

(c) On Street Day Time Parking Permit (permanent):

Request in writing to the Board of Selectmen's Office. This request will be processed and scheduled as an agenda item within four (4) to six (6) weeks after submittal. Inspection reports will be requested from Police and Fire Departments for recommendations. The fee is \$160.00 for the initial year and renewable yearly for \$75.00.

### **III. Regulations in Municipal Public Parking Places**

All existing statutes, rules, orders, or regulations relative to the operation or use of vehicles shall apply insofar as they are applicable to Municipal Parking Places leased, owned, or in any way under the control of the Town.

#### **TRANSFERRING MERCHANDISE IN MUNICIPAL PUBLIC PARKING PLACES PROHIBITED**

– No vehicle used or designed for the transportation of goods, wares, or merchandise shall park or stop in any parking area owned, leased or in any other way under the control of the Town for the purpose of loading or unloading, exchanging or transferring from or to said vehicle, goods wares or merchandise.

*For more information please see the Town Bylaws and Traffic, Rules, and Orders.*

## **IV. Residential Handicap Parking Sign**

### **Purpose of Handicap Parking Space**

The Town may grant a designated on-street handicap parking space to a resident who can demonstrate that the granting of such a space will increase their ability to access/egress their home, given that a demonstrated and substantial hardship exists. Handicap spaces are for anyone with a handicap plate or placard - they are not reserved parking spaces.

### **Application Eligibility**

In order to apply for a residential handicap parking sign, a resident must possess a Handicap Plate or Placard, issued by the Massachusetts Registry of Motor Vehicles.

### **The Review Process**

After a resident has filed an application for a designated handicap parking space, representatives of the Police Department will review the actual site. Based upon this review, they will make a recommendation to the Board of Selectmen as to whether to grant the sign. The recommendation will be based upon the following criteria:

#### **Off-Street Parking**

- Does the applicant's residence, whether rented or owned, have off-street parking, and if not, is it structurally feasible for off-street parking to be constructed?
- Can structural improvement be made to already available off-street parking to improve accessibility?
- If off-street parking exists, how many cars in depth and in length can park in the driveway or garage?
- Does the applicant rely upon the use of mobility apparatus, i.e., wheelchair lift or oxygen tank that renders existing parking inadequate? Applicants need not necessarily make use of such apparatus to be granted a designated space.
- Will the requested space provide the most direct and convenient access between home and car?
- If the applicant is the property owner and resident in a multiple unit building, are a certain number of off-street spaces included in their tenant's lease?
- If the applicant is a tenant, does the property owner provide off-street parking in the lease?

- Is the applicant's street consistently congested and likely to present on-going difficulty to the applicant in finding on-street parking?

#### Public Safety:

- Does the granting of the designated space alter the existing ability of fire apparatus to access the area?
- Will the designated space adversely impact the existing traffic flow?

#### Application Process

Residents desiring a residential handicap parking permit should complete the application and return it to the Office of the Board of Selectmen. Within a two-week time period, the Police Department will make a recommendation to the Board of Selectmen as to whether the space should be granted. If the recommendation is in support of granting the space, the matter will be placed on the agenda of the next regularly scheduled meeting of the Board of Selectmen. The applicant or a representative is required to appear before the Board of Selectmen. **Please note that the permit does not allow for on street overnight parking. It is also noted that the vehicle must be removed during "Snow Emergencies".**

#### Appeal Process

If the recommendation is against granting the space, the applicant will receive a notice of such with a copy of the adverse recommendation. At this time the application is considered to have been denied. In the event that the applicant wishes to appeal the decision of the Police Department, the applicant may send written correspondence to the Town's Americans with Disabilities Act (ADA) Coordinator. This correspondence should outline the reasons why the applicant disagrees with the adverse recommendation of the Police Department. Within a two-week time period the ADA Coordinator must inform the applicant as to whether he/she supports the decision of Police Department.

If the ADA Coordinator supports the adverse recommendation then the application is denied. The Board of Selectmen will then receive a complete copy of the application, the Police Department report, and the ADA Coordinator's report.

If the ADA Coordinator is in disagreement with the Police Department, then the ADA Coordinator will convene a meeting with the Police Department to determine if any



other options meet the approval of the Police Department. If the result is the placement of a sign, then the matter is placed before the Board of Selectmen at their next regularly scheduled meeting for approval; the applicant is not required to attend this meeting. If no agreement is reached between the Police Department and the ADA Coordinator, a special meeting of the Selectmen's Parking Subcommittee will be convened for the purpose of resolving the matter.

In all circumstances the Board of Selectmen as an amendment to the traffic rules and orders must approve the placement of a sign.

#### **Review of Permit**

All signs will be subject to an annual review by the Police Department and approval by the Board of Selectmen. In the event that the applicant has moved from the premises the Town will immediately remove the sign.

### **V. Private Way Parking**

Parking on private ways is controlled by abutting property owners. Pursuant to the requirements of G.L. c. 266 sec. 120D, said property owners may object to others parking on the portion of the private way abutting their homes, but must both notify the person or persons parking without their consent of their objection, and notify appropriate police department staff of their intention to have a vehicle removed before any parked vehicle may be towed.

Property owners abutting private ways are encouraged to read and understand their obligations and potential liabilities under sec. 120D before having any vehicles towed.

### **VI. Penalties**

The established fines for parking violations are:

Meter (expired or no voucher):	\$15.00
Overtime Parking:	\$15.00
Not within designated parking area:	\$15.00
Wheels over 12" from curb:	\$15.00
Wrong direction parking:	\$15.00
Improper angle parking:	\$15.00
All night parking (over 1 hr. between 1 a.m.-7 a.m.)	
	\$25.00

Sidewalk	\$25.00
Restricted area	\$25.00
Double parking:	\$25.00
Within 20' of intersection:	\$25.00
Crosswalk	\$25.00
Bus stop	\$100.00
Taxi Cab Stand	\$25.00
Hydrant (within 10')	\$100.00
Obstructing driveway	\$25.00
Obstructing private way	\$25.00
Failing to leave an unobstructed 10' lane of traffic	\$25.00
Along side or opposite any street excavation that would obstruct traffic	\$25.00
Interference with plowing or removal of snow and/or ice	\$25.00
Fire lane	\$25.00
Handicap/Ramp	\$200.00

## **HANDBOOK RECAP**

### Sections Status:

1. Introduction (10/27/14 approved with corrections) and Board History (Board History to be developed by Richard Duffy)
2. Powers, Duties & Responsibilities (10/27/14 approved with corrections)
3. Selectmen Code of Conduct (draft)
4. Board Election of Officers, Employee Hiring & Appointments to Committees (10/27/14 approved with corrections)
5. Board Meeting & Hearing Procedures: (11/10/14 approved with corrections)
6. Town Meetings (11/24/14 approved with corrections)
7. Town Fees & Charges (12/8/14 approved with corrections)
8. Alcohol Policy Summary (2/5/15 voted approved with corrections)
9. Parking Policies and Regulations (3/9/15 voted approved with corrections)

### Sections for Approval 4/13/15:

- Parking Policy Summary
- Licenses and Permits Summary

### Future Sections:

- Licenses and Permits Manual
- Events, Proclamations & Awards



## **Town of Arlington, Massachusetts**

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### **Articles for Review**

#### **Summary:**

Article 14      Disposition of Real Estate/Parcel 13-383 Cliffe Avenue Lexington  
Article 15      Home Rule/Board of Assessor Changes  
Article 18      Endorsement of CDBG Application  
Article 45      Resolution/Town Meeting Member Removal Process

#### **ATTACHMENTS:**

Type	Description
<input type="checkbox"/> Reference Material	Draft Final Votes & Comments for Articles #14, #15, #18 and #45




**Town of Arlington  
Legal Department**

Douglas W. Heim  
Town Counsel

50 Pleasant Street  
Arlington, MA 02476  
Phone: 781.316.3150  
Fax: 781.316.3159  
E-mail: [dheim@town.arlington.ma.us](mailto:dheim@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

**MEMORANDUM**

TO: Board of Selectmen  
FROM: Douglas W. Heim   
DATE: April 9, 2015  
RE: **Draft Final Votes and Comments for Articles  
Nos. 14, 15, 18, and 45**

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I write to provide the Board the following as draft Final Votes and Comments for your consideration at the April 13, 2015 Board of Selectmen meeting regarding the previously heard, above-referenced warrant articles.

**ARTICLE 14**

**DISPOSITION OF REAL ESTATE/ PARCEL  
13-383 CLIFFE AVENUE LEXINGTON**

**VOTED:** That no action be taken under Article 14.

**(5-0)**

**COMMENT:** Following the filing on the warrant additional research revealed that sale of the parcel in question is both impractical and unlikely to yield worthwhile benefits to the Town at this juncture. Accordingly, the Board recommends no action.

## ARTICLE 15

## HOME RULE/BOARD OF ASSESSORS CHANGES

**VOTED:** That no action be taken under Article 15 with respect to changing the Board of Assessors from and elected to an appointed board.

(4-0)

Mr. Greeley recused himself.

**VOTED:** That no action be taken under Article 15 with respect to making the Director of Assessments an appointment of the Town Manager.

(5-0)

**COMMENT:** This article, inserted by citizen petition, seeks two related, substantive actions – one to convert the presently elected Board of Assessors (“BOA”) into an appointed body; and a second to move the Director of Assessments position from an appointment of the BOA to an appointment of the Town Manager. In an abundance of caution, Selectmen Greeley recused himself from any consideration of the former discussion and vote as his brother, Mr. Robert Greeley, presently serves on the BOA, but participated in the vote discussion of the latter once the votes had been bifurcated and remaining members this Board had already moved no action with respect to converting the BOA into an appointed body.

At the outset, the Board of Selectmen recognize that the changes sought by this article were among the fifteen (15) recommendations of the Department of Revenue’s (“DOR”) 2012 analysis of Town and School financial operations. However, these recommendations were individual pieces within a much broader proposal to consolidate Town financial operations into a Municipal Finance Department. The creation of such a coordinated department would require simultaneous conversion of several elected offices to appointed offices as well as other significant structural and positional changes.

Additionally, it must be noted that the BOA has not expressed support for either of these changes in isolation. Moreover, the democratic nature of an elected Assessor position renders each individual official accountable for their decisions and performance to the residents for whom the BOA sets tax rates and makes tax decisions. In that vein, the results of recent Town elections do not appear to support the changes sought at this juncture.

Accordingly, while members of the Board agree that there may be merit to a more comprehensive change in the way the Town’s municipal finances are organized, a piecemeal approach which isolates the conversion of the BOA into an elected office and/or moves the Director of Assessments to an appointment of the Town Manager would be unnecessarily

adversarial, contrary to the apparent views of voters, and organizationally problematic without achieving all of the benefits of a holistic change to Town financed operations. Therefore, the Selectmen recommend no action on both of portions of this warrant article.

#### **ARTICLE 18**

#### **ENDORSEMENT OF CDBG APPLICATION**

**VOTED:** That the Town hereby endorses the application for Federal Fiscal Year 2016 prepared by the Town Manager and the Board of Selectmen under the Housing and Community Development Act of 1974 (PL 93-383), as amended.

(5-0)

**COMMENT:** This is the usual vote to endorse the annual application for Community Development Block Grant funds.

#### **ARTICLE 45**

#### **RESOLUTION/TOWN MEETING MEMBER REMOVAL PROCESS**

**VOTED:** That the Town hereby directs the Town Meetings Procedures Committee to study and to report back to, and make recommendations to, future Town Meetings for Bylaw Amendments allowing for a process for removing Town Meeting Members from their office if they fail to attend a sufficient number of Town Meetings during their term in office.

**COMMENT:** This article and resolution was inserted at the request of the Town Moderator and the Town Meeting Procedures Committee to gauge Town Meeting's interest in exploring an objective process by which Town Meeting Members who are chronically absent from Town Meeting could be subject to removal. Several towns have adopted attendance requirements and removal processes for their Town Meeting Members, as have other Arlington committees and commissions for their members. While some Selectmen noted that the elected nature of the position provides a democratic means for addressing absenteeism as well as other practical concerns, the balance the Board believes that a resolution to examine potential options available to the Town to address any problems with absenteeism is an appropriate step to take.

(3-2)

**Mr. Byrne and Mr. Greeley voted in the negative.**



## **Town of Arlington, Massachusetts**

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### **Response to Request for Sidewalks on Clyde Terrace**

#### **Summary:**

Wayne Chouinard, Town Engineer and Transportation Advisory Committee Member - Be Rec'd

#### **ATTACHMENTS:**

Type	Description
<input type="checkbox"/> Reference Material	Response from TAC, Reference from meeting of 6/9/14





TOWN OF ARLINGTON  
Department of Public Works  
51 Grove Street  
Arlington, Massachusetts 02476  
*Office (781) 316-3320 Fax (781) 316-3281*

Engineering Division

March 12, 2015

Office of the Board of Selectmen  
Arlington Town Hall  
730 Massachusetts Avenue  
Arlington, MA 02476

RE: Clyde Street Sidewalk Request

Dear Board Members,

As requested by the Board of Selectmen and in conjunction with the Transportation Advisory Committee, the Engineering Office has reviewed Clyde Street and a section of Washington Street and performed an investigation in response to a request for the installation of sidewalks in this area. Clyde Street is a seamless connection of Washington Street to Forest Street. The entire length of Clyde Street and approximately 1,300 feet of Washington Street do not have sidewalks.

It was determined that there were in excess of sixty (60) obstructions along the section of Washington St. and Clyde Terrace that are serious impediments to the construction of a sidewalk. Construction of sidewalks along this section of roadway would require engineering design, the removal of twenty (20) significant trees, the relocation of four (4) fire hydrants, fifteen (15) utility poles as well as require easements or takings to construct on or around private property for sixteen (16) private retaining walls and walkways.

The DPW is currently installing/upgrading sidewalks, curbing and curb ramps throughout town annually as part of the Capital Improvement Projects. Through efficient planning and coordination, progress is being made improving accessibility and increasing the number of handicap ramps throughout town. **Construction of sidewalks along this stretch of roadway would not be cost efficient.**

Sincerely,

A handwritten signature in blue ink, which appears to read "Wayne Chouinard", is positioned above the typed name.

Wayne Chouinard, PE  
Town Engineer

Cc: Michael Rademacher; Director of Public Works



**Town of Arlington  
Office of the Town Manager**

Adam W. Chapdelaine  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

**To:** Members of the Board of Selectmen

**From:** Adam Chapdelaine, Town Manager

**RE:** Clyde Terrace Sidewalk Request

**Date:** June 6, 2014

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I am writing to inform you about communication that I have had with Town resident Acacia Matheson in regard to Clyde Terrace and also to ask for your action in referring the matter to the Transportation Advisory Committee (TAC).

After receiving the attached email, I discussed the request for a sidewalk on Clyde Terrace with Public Works Director, Mike Rademacher. After that discussion, we both agreed that our current funding schedule does not provide adequate funding for maintaining existing sidewalks, so expansion of sidewalk inventory would be fiscally imprudent. I then relayed that information to Ms. Matheson in a phone conversation. Ms. Matheson was not satisfied with this response, and asked what further steps she could take to have the Town consider a sidewalk or other pedestrian safety enhancements on Clyde Terrace. I told her that review by TAC was a possibility and that if she wished I could ask the Board of Selectmen to refer the matter to TAC. She thought this was a positive step and asked that I move forward with the referral request.

Based on this, I respectfully ask that the Board refer this matter to TAC for review.

**From:** "TownManager" <TownManager@town.arlington.ma.us>  
**To:** "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>  
**Date:** 03/02/2014 11:47 AM  
**Subject:** Fwd: Clyde Terrace saftey

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-----Original Message-----

From: Acacia Matheson <acacia.matheson@gmail.com>  
To: townmanager@town.arlington.ma.us  
Date: Sun, 2 Mar 2014 11:10:07 -0500  
Subject: Clyde Terrace saftey

Dear Mr. Chapdelaine,

I would like to bring your attention what I believe is a safety issue regarding Clyde Terrace, specifically the lack of sidewalks or safe passage for pedestrians in the Turkey Hill neighborhoods.

I am a recent home owner in the area with a kindergartener in the Stratton school. Our street is a dead end, and the only entrance and exit is off of Clyde Terrace (the extension of Washington St)- there are many streets like ours where Clyde Terrace is the only way in or out. I see many families and individuals walking Clyde Terrace, but it is not safe.

For one, the road is a cut through to Winchester and beyond. Cars continuously drive speeds in excess of 40 mph, day and night. Clyde Terrace is a narrow street, and cars are often swerving to make way for parked cars or cars passing in the opposite direction. There are no speed limit signs on this street, no warning signs, no crosswalks, and as I've mentioned, no sidewalks.

Clyde Terrace is also a bus route. The 67 bus runs every weekday, which is a great public transportation option that many use. However, to get to the bus stops (which are far away from each other) many walk along Clyde Terrace to get to the nearest stop and home again.

Clyde Terrace is a curvy road with many blind spots, including over the hilly area. There is no way for drivers to see pedestrians and vice versa.

Many young families have moved into the area and want to be able to walk their children to the parks and schools nearby, yet walking Clyde Terrace is terrifying. While the schools like to promote walk to school days, we have no safe way to do so.

I know that many side streets are without sidewalks, but Clyde Terrace is a heavily traveled road. I hope that you and others will look into solutions to make this stretch of Arlington safe for pedestrians and families in this area.

Best,  
Acacia Matheson  
25 Lawrence Lane



## **Town of Arlington, Massachusetts**

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**NEW BUSINESS**



## **Town of Arlington, Massachusetts**

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**EXECUTIVE SESSION**



## **Town of Arlington, Massachusetts**

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**Next Meeting of BoS April 27, 2015**